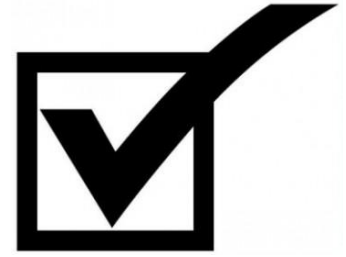


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



LEGAL OFFICE PROCEDURES (245)

REGIONAL 2026

CONCEPT KNOWLEDGE

Multiple Choice (35 @ 3 points each) _____ (105 points)

PRODUCTION

Job 1: Letter _____ (100 points)

Job 2: Affidavit _____ (100 points)

TOTAL POINTS _____ (305 points)

Test Time: 60 minutes

GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-2.
2. **Follow Instructions:** Complete all jobs according to the given instructions.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

Multiple Choice (35 @ 3 points each)

1.	A	19.	B
2.	C	20.	A
3.	C	21.	B
4.	D	22.	B
5.	B	23.	C
6.	C	24.	B
7.	C	25.	A
8.	A	26.	A
9.	D	27.	B
10.	D	28.	A
11.	C	29.	A
12.	C	30.	A
13.	A	31.	A
14.	B	32.	B
15.	D	33.	B
16.	A	34.	A
17.	B	35.	A
18.	B		

Production

Job 1: Letter

Current Date (at 2" top margin)

Mr. Terrence Vitale
802 James Street
Utica, NY 13501

Dear Mr. Vitale

AFFIDAVIT IN SUPPORT OF RAVI DESAI

Thank you for meeting with me regarding Ravi Desai last month. As we discussed at that meeting, you were a close member of the Desai household and have information to share with the court about Ravi's close relationship with his son. It is apparent that you are a strong witness to bolster Ravi's case for sole custody.

I am enclosing a copy of an affidavit I have prepared as a result of our meeting, which delineates the points you made to me. I ask that you review this affidavit to ensure it states what you believe to be true in this regard. If all is as stated in the affidavit, please contact me to set up a time for you to come into my office to sign this document before a notary public. Once the affidavit has been signed, I will file it with the court.

As you know, we are hoping this affidavit can be useful in convincing the judge to award custody to my client. If this case does go to a hearing, your presence may still be required in order to testify in person.

Thank you again for your assistance in this matter. I hope to meet with you again soon.

Sincerely

Tabytha Warren
Attorney at Law

Contestant ID

Enclosure

c Ravi Desai

Contestant ID
Job 1

Job 2: Affidavit

STATE OF NEW YORK

COUNTY OF ONEIDA

AFFIDAVIT

I, Terrence Vitale, upon oath, state as follows:

1. I am a longtime friend of the petitioner, Ravi Desai, and have been a witness to the relationship between Ravi Desai and his 11-year-old son, Kiram, over the past **five** years.
2. I was a member of the Desai household, having resided with Ravi, his wife, Lina, and son Kiram for a total of eight months in 2025, when I moved to New York from North Carolina.
3. As a witness to the family dynamics in the Desai household, it was apparent Kiram was more connected to his father, Ravi, and turned to him for any needs.
4. My observation of the relationship between Lina Desai and her son, Kiram, concluded that Lina did not have a strong, loving relationship with her son, often leaving the parenting duties to her husband, Ravi, and ignoring the needs of her son.
5. During my time in the Desai household, Ravi Desai solely tended to his son's emotional, physical, and mental health needs, and made sure that Kiram was healthy and happy.
6. It is my belief that Ravi Desai would be the best custodial parent for his son, Kiram.

Terrence Vitale

WITNESS my hand and official seal in the County and State aforesaid this _____ day of

_____, 20____.

Notary Public

Contestant ID
Job 2