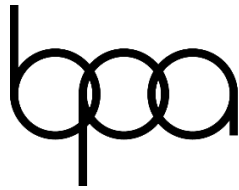


Contestant ID: _____

Time: _____

Rank: _____



**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 Questions

Directions: Identify the letter of the choice that best completes the statement or answers the question.

1. Which is the most appropriate way to manage customer service in a legal office?
 - A. Answer calls promptly
 - B. Ignore customer complaints
 - C. Delay responses
 - D. Refer every case to another attorney
2. Which filing method organizes documents by dates?
 - A. Alphabetical
 - B. Numerical
 - C. Chronological
 - D. Subject
3. What is the purpose of an interrogatory in legal proceedings?
 - A. To make a judgment
 - B. To grant power of attorney
 - C. To request information
 - D. To appeal a decision
4. Which of the following must be done to electronic files to ensure security?
 - A. Share via email
 - B. Delete after three months
 - C. Print all documents
 - D. Back them up regularly
5. What is the first step in creating a legal billing statement?
 - A. Request payment
 - B. Summarize all legal activities
 - C. Calculate interest
 - D. File it in alphabetical order
6. Which federal court is the highest in the United States?
 - A. District Court
 - B. Appellate Court
 - C. Supreme Court
 - D. State Court
7. Which of these is a legal document that commands a person to appear in court?
 - A. Affidavit
 - B. Motion
 - C. Subpoena
 - D. Brief

8. What does 'mens rea' refer to in legal terminology?
 - A. A guilty mind
 - B. The right to remain silent
 - C. A written affidavit
 - D. A court order
9. What is the purpose of a power of attorney document?
 - A. To transfer property
 - B. To issue a court summons
 - C. To settle a case
 - D. To provide authority to act on someone's behalf
10. Which is NOT a standard document format for legal correspondence?
 - A. PDF
 - B. TXT
 - C. DOC
 - D. JPEG
11. Which of the following is a key ethical duty in the legal profession?
 - A. Maximizing billable hours
 - B. Providing pro bono work
 - C. Upholding client confidentiality
 - D. Delaying cases strategically
12. Which document is used to list a person's final wishes regarding their estate?
 - A. Interrogatory
 - B. Subpoena
 - C. Last Will and Testament
 - D. Affidavit
13. What does 'injunction' mean in legal terms?
 - A. A court order preventing specific action
 - B. A motion to dismiss
 - C. A final verdict
 - D. A settlement agreement
14. Which court typically handles appeals from lower courts?
 - A. Family court
 - B. Appellate court
 - C. Small claims court
 - D. Bankruptcy court
15. What is the primary purpose of a discovery process?
 - A. To present arguments
 - B. To issue subpoenas
 - C. To finalize a contract
 - D. To gather evidence

16. What is a legal precedent?
 - A. A case that sets an example for future cases
 - B. A type of evidence
 - C. A legal penalty
 - D. A motion filed in court
17. What is the purpose of a 'retainer' in legal services?
 - A. To schedule a hearing
 - B. To pay an attorney in advance for legal services
 - C. To submit legal documents
 - D. To confirm an attorney's credentials
18. What is the role of a mediator in legal disputes?
 - A. To act as a judge
 - B. To facilitate communication and negotiation between parties
 - C. To provide expert testimony about the details of the case
 - D. To enforce court rulings
19. Which legal document contains the formal decision of a judge?
 - A. Affidavit
 - B. Judgment
 - C. Motion
 - D. Subpoena
20. What does 'jurisdiction' refer to in legal terms?
 - A. The power of a court to hear and decide a case
 - B. The final decision of a judge
 - C. A legal penalty
 - D. An agreement between parties
21. Which legal professional primarily provides research support?
 - A. Attorney
 - B. Paralegal
 - C. Judge
 - D. Bailiff
22. What is the purpose of a 'motion to compel'?
 - A. To dismiss a case
 - B. To force a party to comply with a discovery request
 - C. To appeal a decision
 - D. To settle a case
23. Which of the following is a common reason for disbarment of an attorney?
 - A. Losing too many cases
 - B. Filing legal motions
 - C. Engaging in unethical or illegal conduct
 - D. Working with another law firm

24. What is 'perjury'?
- A. A legal document
 - B. The act of lying under oath
 - C. A court error
 - D. An appeal process
25. What is the function of a summons?
- A. To notify someone that they are being sued
 - B. To issue a final judgment
 - C. To settle a legal matter
 - D. To initiate mediation
26. Which court document outlines the factual and legal basis of a party's case?
- A. Complaint
 - B. Affidavit
 - C. Motion
 - D. Brief
27. What is the primary purpose of a 'plea bargain'?
- A. To delay a criminal trial
 - B. To negotiate a resolution between the defendant and prosecutor
 - C. To dismiss charges
 - D. To appeal a case
28. An affidavit is a written statement made under oath.
- A. True
 - B. False
29. *Res ipsa loquitur* means 'the matter speaks for itself'.
- A. True
 - B. False
30. An affidavit should always be notarized if it could be used in legal proceedings or in important transactions.
- A. True
 - B. False
31. A legal will can be changed at any time by the person who made it.
- A. True
 - B. False
32. In criminal law, the defendant must prove their innocence.
- A. True
 - B. False
33. In legal proceedings, the term 'party' refers to the judge and jury.
- A. True
 - B. False

34. A legal document can be considered void if one party was under duress when signing.

- A. True
- B. False

35. An interrogatory must be answered under oath.

- A. True
- B. False

Production

You are employed as a legal assistant for the law firm of Tabytha Warren and are tasked with keying a letter and an Affidavit. For both documents, use the information detailed below, and follow *Style & Reference Manual* format. Be sure to correct any spelling, punctuation, or grammar errors.

Job 1: Letter

This letter will be addressed to Terrence Vitale, 802 James Street, Utica, New York 13501, with a copy to Ravi Desai. The letter will be signed by Tabytha Warren, Attorney at Law. The subject of the letter will be “Affidavit in Support of Ravi Desai.”

The body of the letter is as follows:

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 in to 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.

Job 2: Affidavit

Oneida County, New York
Terrence Vitale, affiant

- 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 5 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.*