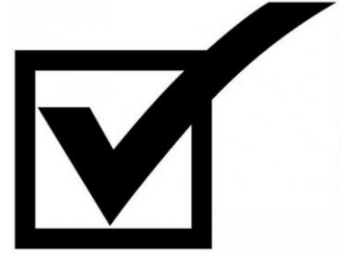


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



Legal Office Procedures (245)

REGIONAL 2025

OBJECTIVE QUESTIONS

35 @ 3 points each _____ (105 points)

PRODUCTION

Job 1: Memorandum _____ (100 points)

Job 2: Durable Power of Attorney _____ (100 points)

TOTAL POINTS _____ (***305 points***)

Test Time: 60 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Member must hand in this test booklet and all printouts if any.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-2.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right-hand** corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed 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

Objective Questions (35 @ 3 points each)

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

GRADER NOTES:

- If formatted correctly, the document should fit on one page.
- Highlighted word is intentionally misspelled in the Job and should be corrected in the contestant's final product. Highlight is for grader reference only.

Job 1:

MEMORANDUM

TO: Genevieve Starks, Blanca Mendez, Hakim Cannon

FROM: Meridian Clayton, Attorney at Law

CC: Thomas Atchinson, Managing Partner

DATE: Current Date

SUBJECT: Marquez Ingram Power of Attorney

I wanted to advise all of you that I will be out of the office this coming Monday, and that in the morning on that day, Mr. Marquez Ingram will be visiting our office to sign the Durable Power of Attorney document we have been coordinating to ensure his investments may be managed during the time he will be traveling internationally.

I have confirmed with our administrative assistant that the three of you are scheduled to be in the office and do not have other morning commitments, so I am asking that one of you meet with Mr. Ingram to effectuate the execution of the document. Attached is the Durable Power of Attorney for your review.

To bring you up to date, I met with Marquez yesterday and discussed with him in detail the authority he will be granting to his sister, Joy Caldwell, by signing this document. He understands that although this document is limited in time, it does allow Joy to manage all of his investments while he is out of the country.

Please review with him the scope of the Durable Power of Attorney and answer any additional questions that may arise. I have prepared his file with three copies to be signed, two of which he may take with him from the meeting.

You may contact me by email or on my mobile phone if any questions arise. Thank you for handling this matter on my behalf.

(Member ID)

Attachment

Member ID #
Job 1

GRADER NOTES:

- If formatted correctly, the document should fit on one page. Member ID # and Job # are acceptable in the footer of the document as long as formatted correctly.
- Highlighted word is intentionally misspelled in the Job and should be corrected in the contestant's final product. Highlight is for grader reference only.

Job 2:

DURABLE POWER OF ATTORNEY

Know All Men By These Presents:

That MARQUEZ INGRAM, Grantor, has made, constituted, and appointed, and by these presents does make, constitute and appoint JOY CALDWELL his true and lawful attorney-in-fact for him and in his name, place and stead, for the sole and singular purpose of:

executing any and all documents between the date of signature below and September 1, 2025, to manage and control the investment accounts of MARQUEZ INGRAM, and further, JOY CALDWELL is empowered to make, do, and transact any and every kind of business associated with investments during the above-mentioned period of time on behalf of Grantor,

giving and granting unto JOY CALDWELL, said attorney-in-fact, full power and authority to do and perform all and every act and thing whatsoever requisite and necessary.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of _____, 20____.

Notary Public

Signed and sealed in the presence of

Witness

MARQUEZ INGRAM

Witness

Durable Power of Attorney
of Marquez Ingram

Page 1 Initials _____

(Lower Right Corner)
Member ID #
Job 2