



LEGAL OFFICE PROCEDURES (245)

REGIONAL – 2017

Part I OBJECTIVE

Written Test (*40 questions @ 5 points each*) _____ (200 points)

Part II PRODUCTION

Job 1 – Affidavit _____ (100 points)

Job 2 – Letter _____ (100 points)

TOTAL POINTS _____ (**400points**)

**Judge/Graders: Please double check and verify all
scores and answer keys!**

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Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Make certain this test booklet contains Jobs 1-2.
3. Key all jobs according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example: ⌘⌘⌘

99-9999-9999
Job 1

⌘⌘⌘

8. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged 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 (40 questions, 5 points each)

- | | | | |
|-----|---|-----|---|
| 1. | B | 21. | A |
| 2. | B | 22. | B |
| 3. | D | 23. | A |
| 4. | C | 24. | A |
| 5. | B | 25. | A |
| 6. | A | 26. | B |
| 7. | A | 27. | A |
| 8. | C | 28. | A |
| 9. | D | 29. | C |
| 10. | D | 30. | D |
| 11. | B | 31. | A |
| 12. | B | 32. | B |
| 13. | B | 33. | B |
| 14. | B | 34. | C |
| 15. | C | 35. | D |
| 16. | B | 36. | A |
| 17. | C | 37. | D |
| 18. | B | 38. | A |
| 19. | A | 39. | B |
| 20. | A | 40. | C |



Job 1 – Affidavit

STATE OF TEXAS

COUNTY OF TARRANT

AFFIDAVIT OF DOMICILE

I, the undersigned, **Gustav Simpson**, do hereby state upon oath that:

1. I reside at **306 CR 54, Burleson, Texas 76028**.
2. I act as **executor** of the Estate of **Romero Simpson, Deceased**.
3. The Decedent died on the **10th** day of **September, 2016**. I annex hereto a true copy of the Death Certificate.
4. At the time of death the Decedent’s only legal address was at **12000 W Hwy 6, Burleson, Texas 76028**. The Decedent **lived** at this address for a period of **24** years.
5. The Decedent executed a Last Will and Testament on the **12th** day of **July, 2002**, revoking all previously made wills and codicils and stating **his** address as **12000 W Hwy 6, Burleson, Texas 76028**.
6. The facts contained in this affidavit are true and correct.

Gustav Simpson

WITNESS my hand and official seal in the County and State aforesaid this _____ day of _____, 20____.

Notary Public



Job 2 – Letter

[current date]

2” Top Margin

Mr. Gustav Simpson
306 CR 54
Burleson, TX 76028

Dear Gustav

AFFIDAVIT OF DOMICILE

As we discussed, I prepared an affidavit that attests to your father’s domicile at the time of his death and at the time he executed his will. I understand that your father had lived at the address listed for the past 24 years. Please let me know if this is not correct.

If all the information in the affidavit is correct, please sign it in the presence of a notary public. You cannot sign it and later give it to a notary public; you must sign it in the notary’s presence. Our legal assistants are notaries, so you can stop by my office anytime and sign the document, and then you can have the notary leave it with me. Please take care of this within the next two weeks.

Best regards

Rosalyn Peters

99-9999-9999

Enclosure

Contestant # **99-9999-9999**

Job # **2**