



# LEGAL OFFICE PROCEDURES (245)

## REGIONAL – 2019

### **PART 1 - Objective:**

Multiple Choice & True/False (40 @ 2 points each) \_\_\_\_\_ (80 points)

### **Part 2 - Production:**

Job 1: Power of Attorney \_\_\_\_\_ (100 points)

Job 2: Pleading \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(280 points)***

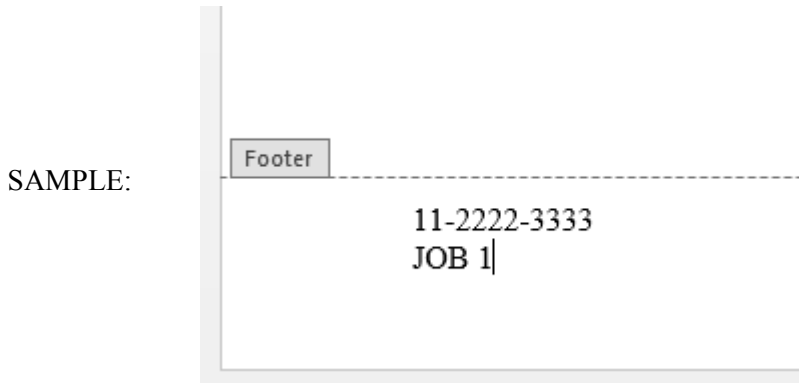
**Graders: Please double check and verify all scores and answer keys!**

Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.



### General Instructions

1. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Ensure this test booklet contains Jobs 1-2
3. Key all jobs according to the instructions provided
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.



8. If you finish before the end of the allotted testing time, 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 or more Errors	0 Points



**PART I – OBJECTIVE**

---

<b>Multiple Choice - ANSWERS</b>	<b>True/False - ANSWERS</b>
1. A	1. T
2. B	2. T
3. C	3. T
4. C	4. F
5. C	5. T
6. A	6. T
7. A	7. T
8. C	8. F
9. C	9. T
10. B	10. T
11. D	11. T
12. A	12. T
13. C	13. F
14. B	14. F
15. A	15. F
16. C	16. T
17. B	17. T
18. A	18. T
19. D	19. F
20. C	20. F



**PART 2 – PRODUCTION**

**DURABLE POWER OF ATTORNEY**

**Power of Attorney**  
Top Margin: 1"  
Side Margins: 1"

**Know All Men By These Presents:**

That TRAVIS VANDENLANGENBERG, Grantor, has made, constituted, and appointed, and by these presents does make, constitute, and appoint TRENA ROMENESKO 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 necessary or required to establish or create a joint account between TRAVIS VANDENLANGENBERG and TRENA ROMENESKO at Cash Valley National Bank or any other banking or savings and loan institution, and further, TRENA ROMENESKO is further empowered to make, do, and transact any and every kind of business of whatsoever kind and whatsoever nature on behalf of Grantor,

giving and granting unto TRENA ROMENESKO, 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

\_\_\_\_\_  
TRAVIS VANDENLANGENBERG

\_\_\_\_\_  
Witness

Durable Power of Attorney  
of Travis Vandenlangenberg

Page 1 Initials \_\_\_\_\_



IN THE CIRCUIT COURT OF THE  
4TH JUDICIAL CIRCUIT IN AND  
FOR MILWAUKEE COUNTY, WISCONSIN

JENNIFER CLAUSEN,  
  
Plaintiff,

**Pleading**  
Top Margin: 1"  
Side Margins: 1"

v.

REBECCA DAVISON,  
  
Defendant.

CASE NO. AB-201830301

\_\_\_\_\_ /

**FINAL JUDGMENT**

THIS CAUSE having come on for trial on February 13, 2018, and in view of the foregoing,  
it is

ORDERED AND ADJUDGED that Plaintiff JENNIFER CLAUSEN shall recover from  
Defendant REBECCA DAVISON the total sum of Eighteen Thousand and 00/100 Dollars  
(\$18,000.00), for all of which let execution issue.

This judgment shall bear interest at the rate of seven percent (8.5%) per annum until paid in  
full.

DONE AND ORDERED in Chambers at Wauwatosa, Milwaukee County, Wisconsin, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
COUNTY JUDGE

Copies furnished: