

# LEGAL OFFICE PROCEDURES (245)

## REGIONAL – 2020

### OBJECTIVE

Multiple Choice (30 @ 5 points each) \_\_\_\_\_ (150 points)

### PRODUCTION

Job 1 – Affidavit \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(250 points)***

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

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 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 or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**  
Contestant may supply these permitted equipment and supplies: Pencils, pens, cordless calculator (electronic devices must meet NLC Calculator Guidelines), and published and/or unpublished written reference materials.
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

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*Program* competition.

**GENERAL INSTRUCTIONS**

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains Job 1.
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 in which 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.

<i>Example:</i>
99-9999-9999 Job 1

8. If you finish before the end of the 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. Turn in all partial jobs completed.

<b>Production Standards</b>	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points

## OBJECTIVE

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**Directions:** *Mark on the Scantron scoring sheet the letter of the answer that best answers the question or completes/describes the statement.*

1. What term describes a log containing chronological case entries of court proceedings?
  - a. Forum
  - b. Case Assignment
  - c. Docket
  - d. Attorney's List
2. What term describes representing oneself rather than hiring an attorney?
  - a. Legal aid
  - b. Pro se
  - c. Personal recognizance
  - d. Discretion
3. In criminal law, the guarantee that the accused will receive a fair and impartial trial is known as \_\_\_\_\_.
  - a. due process
  - b. Miranda Rights
  - c. double jeopardy
  - d. *nolo contendere*
4. Which of the following is the process used by a judge to keep the jury separated from the public and from outside influences during any part of the trial?
  - a. Locks up the jury
  - b. Indicts the jury
  - c. Places an injunction on the jury
  - d. Sequesters the jury
5. Which of the following describes document management software (DMS)?
  - a. DMS helps a legal office in naming/numbering documents and keeping track of them for each client.
  - b. DMS is software used to send documents to the court.
  - c. In a legal office, DMS is another name for Microsoft Office.
  - d. DMS is software used only for creating wills, trusts, and other estate planning documents.
6. Which of the following documents would be filed in a court of appeals?
  - a. Child protection order
  - b. Complaint
  - c. Appellate brief
  - d. Letters testamentary

7. Which court document is always served on a defendant at the time of serving a Complaint?
  - a. Interrogatories
  - b. Protection order
  - c. Litigation
  - d. Summons
8. A(n) \_\_\_\_\_ is a document that provides instructions about handling money, children, possessions, and other matters upon a person's death.
  - a. affidavit
  - b. court order
  - c. last will and testament
  - d. judicial decree
9. Which of the following is the title for the greeting in a business letter?
  - a. Tag line
  - b. Inside address
  - c. Salutation
  - d. Notation
10. Divorce, custody, and adoptions are handled in the field of law known as \_\_\_\_\_.
  - a. respite
  - b. marriage law
  - c. family law
  - d. contract law
11. The process by which parties to lawsuits obtain documents, information, and records of all types is referred to as \_\_\_\_\_.
  - a. due process
  - b. private investigation
  - c. defense
  - d. discovery
12. Which of the following best describes a retainer fee collected by an attorney?
  - a. Client's money to pay court costs
  - b. Money paid in advance to secure legal services
  - c. Fees paid to an attorney when the litigation is successful
  - d. Money paid by the losing party to end a lawsuit
13. A \_\_\_\_\_ is one of the parties who is involved in a lawsuit.
  - a. Decedent
  - b. Guardian
  - c. Judge
  - d. Plaintiff

14. What is certified mail?
- First-class mail that also provides proof of mailing and delivery
  - Mail that is hand-delivered to the court
  - A delivery made by a sheriff or court clerk
  - Mail that is signed for then returned to the sender
15. The attorney Pat works for gave instructions to prepare a bill for her client. The bill included \$3,200 in attorney fees, \$165 in court costs, \$32.85 in photocopies and miscellaneous expense, and \$41.50 in delivery services. What is the total amount of the bill?
- \$3,639.25
  - \$3,420.25
  - \$3,349.35
  - \$3,439.35
16. Lawyers would not expect legal office personnel to perform which of the following tasks?
- Greet clients
  - Prepare legal documents
  - Give legal advice
  - Perform legal research
17. Courts have \_\_\_\_\_ over a legal matter when they have the authority to hear and adjudicate a matter.
- constitutionality
  - jurisdiction
  - jurisprudence
  - administration
18. Which of the following best describes the differences between criminal law and civil law?
- Criminal law usually deals with a crime that has been committed, and civil law usually deals with matters involving damages of money, services, or other similar loss.
  - Civil law deals only with contracts, and criminal law covers all other legal matters.
  - Civil law covers all aspects of criminal restitution, and criminal law deals only with sentencing a defendant found guilty.
  - Outcomes in civil law are not binding, and outcomes in criminal law are binding.
19. A(n) \_\_\_\_\_ is a type of corporation intended for professionals who practice their trade together, for example, a group of accountants or a group of doctors.
- business corporation
  - nonprofit corporation
  - international corporation
  - professional corporation

20. A \_\_\_\_\_ is a person who performs the service of verifying that individuals who are signing a document are who they claim to be.
- judicial clerk
  - devisee
  - notary public
  - court clerk
21. Which of the following sentences contains a grammatical, numbering, spelling, or other error?
- Four wills were executed by the client, and my attorney needs to determine which one is correct.
  - Four wills were executed by the client, and we will need to procede to court over the matter.
  - Four wills were executed by the client, and the judge will have to decide the matter.
  - Four wills were executed by the client, and none of them has a legible date.
22. Which of the following sentences contains a grammatical, numbering, spelling, or other error?
- Mr. Vorhees and Ms. Rodriquez says that the court hearing went well today.
  - Mr. Vorhees and Ms. Rodriquez say that the court hearing went well today.
  - Mr. Vorhees and Ms. Rodriquez reported the court hearing went well today.
  - Mr. Vorhees's and Ms. Rodriquez's reports both confirmed the court hearing went well today.
23. Saul's attorney asked him to prepare a bill for her client. She spent 2.5 hours on the client's legal matters, and her time is billed at \$165 per hour. Saul also added \$22.50 in photocopy and delivery expenses and \$82 in court filing fees. What is the total amount due by the client?
- \$492.50
  - \$517
  - \$519.50
  - \$619
24. Placing real and/or personal property into a trust is one of the tasks attorneys perform in which of the following areas of law?
- Contract law
  - Estate planning
  - Corporate law
  - Family law
25. Bankruptcy courts fall into which of the following categories?
- debtors' courts
  - federal courts
  - government courts
  - simple courts
26. What term describes a person or entity named in a last will and testament to administer the estate?
- Personal Assistant
  - Court Representative
  - Executor
  - Guarantor

27. Which of the following courts is the proper court for an appeal?
- a. Supreme Court
  - b. Probate Court
  - c. Family Court
  - d. Bankruptcy Court
28. While working on a lawsuit, attorneys prepare \_\_\_\_\_ to give to the opposition party that ask questions about the facts of the case.
- a. court orders
  - b. briefs
  - c. interrogatories
  - d. injunctions
29. Legal assistants can perform the following duties, *except*
- a. call clients directly.
  - b. appear in court to represent a client.
  - c. create drafts of legal documents.
  - d. witness client signatures.
30. Which of the following legal terms is related to criminal law?
- a. litigation
  - b. breach of contract
  - c. arraignment
  - d. professional licensure

## PRODUCTION

*Your role in the production part of this test is to work for Judge Mason Renaldo. You have been directed to prepare a pleading with a judgement in the amount of \$10,450 for a trial that ended on December 10, 2019:*

### Job 1: Pleading

Plaintiffs: Nancy Weston and the ACME Stamp Company

Defendant: Morrison Funeral Home

Case No. 20-364, 6<sup>th</sup> Judicial District, Hamilton County

Attorney for Plaintiffs: Phil Brock

Attorney for Defendant: Sue Madarieta

**Be sure to follow the contest and format guidelines in the WSAP, the BPA Style & Reference Manual, and the General Instructions provided with this event.**

### JOB 1

IN THE CIRCUIT COURT OF THE 6TH JUDICIAL CIRCUIT IN AND FOR HAMILTON  
COUNTY, OHIO

CASE NO. 20-364

FINAL JUDGMENT

¶ THIS CAUSE having appeared before this court for adjudication on *[enter final day of trial]*,  
and in view of the foregoing, it is

¶ ORDERED AND ADJUDGED that Plaintiff *[enter plaintiff(s) names]* shall recover from  
Defendant *[enter name(s) of defendant(s)]* the total sum of *[enter dollar amount of judgment in  
words and figures]*, for all of which let execution issue.

¶ This judgment shall bear interest at the rate of seven percent (7%) per annum until paid in full.

¶ DONE AND ORDERED in Chambers at Hamilton County, Ohio, this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

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Honorable Mason Renaldo  
COUNTY JUDGE

Copies furnished: Phil Brock, Esq., Sue Madarieta, Esq.