**Contestant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**LEGAL OFFICE PROCEDURES**

(245)

**REGIONAL 2022**

**OBJECTIVE:**

 **Multiple Choice (30 @ 3 points each) \_\_\_\_\_\_\_\_\_\_ (90 points)**

**PRODUCTION:**

 **Job 1: Affidavit \_\_\_\_\_\_\_\_\_\_ (100 points)**

 **TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (190 points)**

**Test Time: 60 minutes**

**GENERAL GUIDELINES:**

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

1. Contestant must hand in this test booklet and all printouts if any. 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 (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 30 multiple choice questions and Job 1.
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.



1. 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.
2. Place your scoring sheet on top of your job.

|  |
| --- |
| **PRODUCTION STANDARDS** |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

**OBJECTIVE**

**Directions:** Select the letter of the answer that *best* answers the question or completes/describes the statement.

1. What is the process called in which a judge orders the jury to stay separated from the public and from any outside information that could influence the case?
2. Jury lock-down
3. Sequestering the jury
4. Jury injunction
5. Jury indictment
6. What term describes representing oneself rather than hiring an attorney?
7. Pro se
8. Pro tem
9. Personal representation
10. Client discretion
11. Property damage, theft, and murder are handled in the field of law called \_\_\_\_\_\_.
12. corporate law
13. violence law
14. criminal law
15. felony law
16. Many of the terms used in the legal field originate from the \_\_\_\_\_\_ language.
17. German
18. Latin
19. Italian
20. Japanese
21. An intentional or unintentional wrongful act that causes physical, emotional, or financial harm to another person is known as a \_\_\_\_\_\_.
22. tort
23. defamation
24. judgement
25. trespass
26. A person who brings a lawsuit is called the \_\_\_\_\_\_.
27. defendant
28. respondent
29. plaintiff
30. stenographer
31. On a legal document, a caption is \_\_\_\_\_\_.
32. A cause of action
33. The summary
34. A header or footer
35. The heading
36. Items used as evidence in a trial are called \_\_\_\_\_\_.
37. arguments
38. amicus curiae
39. exhibits
40. evidentiary proof
41. A(n) \_\_\_\_\_\_ occurs when a jury cannot reach a unanimous verdict.
42. hung jury
43. grand jury
44. indecision
45. appeal
46. The criminal act of deliberately setting fire to property is called \_\_\_\_\_\_.
47. larceny
48. embezzlement
49. forgery
50. arson
51. A defendant is sometimes required to provide an assurance that he or she will appear in court. This security is known as \_\_\_\_\_\_.
52. compensation
53. earned security
54. bail
55. a bribe
56. The first ten amendments to the Constitution of the United States are known as the \_\_\_\_\_\_.
57. Bill of Rights
58. Preemption doctrine
59. Supremacy clause
60. Magna Carta
61. The \_\_\_\_\_\_ branch of the U.S. Government is primarily responsible for enforcing laws.
62. Enforcement
63. Executive
64. Judicial
65. Legislative
66. What does OSHA stand for?
67. Occupational Safety and Health Administration
68. Online Security and Haven Administration
69. Over Seas Harassment Access
70. None of the above
71. A city newspaper wrote an article about a local business falsely calling the owner a drunk. This act is known as \_\_\_\_\_\_.
72. slander
73. conversion
74. gossip
75. libel
76. The failure to do something that a reasonable person would do in the same circumstances is known as \_\_\_\_\_\_,
77. ignorance
78. negligence
79. assumption
80. candor
81. The exclusive right to manufacture a new and useful device is known as \_\_\_\_\_\_.
82. copyright
83. service mark
84. trademark
85. patent
86. In order to protect an original writing, an author might obtain a \_\_\_\_\_\_.
87. patent
88. generic name
89. copyright
90. collective mark
91. All that a person owns at death is considered \_\_\_\_\_\_.
92. personal property
93. real property
94. decedent’s estate
95. community property
96. The method by which the boundaries of land are determined is called \_\_\_\_\_\_.
97. mortgage
98. clear title
99. foreclosure
100. survey
101. When a couple is divorced, court-ordered payments from one partner to another are called \_\_\_\_\_\_.
102. alimony
103. child support
104. palimony
105. curtesy
106. An attorney who represents a client free of charge is providing a service on a \_\_\_\_\_\_ basis.
107. Pro se
108. Pro bono publico
109. Pro choice
110. Pro temporare
111. The preliminary fee paid to an attorney is known as a(n) \_\_\_\_\_\_.
112. retainer
113. reserve
114. commission
115. escrow
116. Legal matters pertaining to \_\_\_\_\_\_ fall under the branch known as commercial law.
117. farmers
118. food service workers
119. merchants
120. schools
121. In a civil action, the \_\_\_\_\_\_ is the final determination made by a court.
122. repossession
123. perfection of a security interest
124. writ of execution
125. judgment
126. The common term for a person who is in debt and may not be able to pay those debts is \_\_\_\_\_\_.
127. impoverished
128. debtor
129. broke
130. cleaned out
131. When one or both partners in a business partnership chooses to separate from each other, this is known as \_\_\_\_\_\_ of the partnership.
132. dissolution
133. divorce
134. simple break up
135. disenabling
136. The best way to send legal documents is \_\_\_\_\_\_.
137. certified mail
138. first class mail
139. hand deliver
140. email
141. Laws enacted by state legislatures or federal legislatures are \_\_\_\_\_\_\_.
142. decided by the judge
143. rules
144. property
145. statutes
146. A legal office assistant is commonly responsible for all of the following except \_\_\_\_\_\_.
147. providing a fee schedule to new clients
148. searching for information pertaining to a case
149. giving legal advice
150. notarizing documents

**PRODUCTION**

**Directions:***Your role in the production part of this test is to key a sworn statement using the information below.*

Job 1: AFFIDAVIT

Statement made by: Michael Crews

County: Onslow

State: North Carolina

**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.**

1. On Friday, January 1, 2021, at approximately 12:20 a.m., I witnessed Mr. Douglas Penrod using a weapon to demand cigarettes and lottery tickets from the store clerk at Huck’s Convenience. The weapon appeared to be a switchblade that Mr. Penrod took from his pocket upon entering the door. I saw this incident occur as I finished pumping gas, so I returned to my vehicle to watch. The store clerk ducked behind the counter and then stood back up when Mr. Penrod started to jump over the counter. The two fought for a short time when Mr. Penrod crawled back over the counter and limped outside to his car. He drove away turning left out of the parking lot.
2. I went inside to help the clerk who was not hurt. The knife was in a corner on the floor with blood on it, and we decided to leave it there for the police.