



LEGAL OFFICE PROCEDURES (245)

REGIONAL – 2014

Multiple Choice Section:

Multiple Choice (25 @ 5 points each) _____ (125 points)

Production:

Job 1: Letter _____ (100 points)

Job 2: Pleading _____ (100 points)

TOTAL POINTS _____ (***325 points***)

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

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Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Answer the objective questions using the Scantron scoring sheet provided. Write your contestant number, along with the contest number on the scantron sheet.
2. Make certain this test booklet contains Jobs 1 and 2 and the objective test.
3. For any job where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. **Key your contestant number and job number as a footer in the lower left-hand corner of all work submitted.**
Example: 99-9999-9999
Job 1
4. If you finish before the end of the testing time, notify the administrator. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your Scoring Sheet on top of all your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs.

Production Standards	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	0 points



1. B
2. D
3. D
4. C
5. A
6. B
7. C
8. D
9. A
10. A
11. D
12. C
13. D
14. C
15. D
16. A
17. A
18. A
19. C
20. C
21. C
22. C
23. B
24. A
25. A



Job 1— Letter to Client

(2" top margin)

Current Date

(QS)

St. Luke's Clinic
824 S. Diamond Street
Nampa, ID 83686

(DS)

Re: Our Client: Snow White
Insurance: Aetna XKP-11543
Date of Accident: 1/5/2014

(DS)

Ladies and Gentlemen

(DS)

This office represents the above-named client who was injured in an automobile accident on the above-mentioned date.

Please forward to this office a copy of the medical records you have on Mrs. White for the two visits she made to your clinic concerning her accident. Mrs. White was seen at the clinic on January 9 and February 6, 2014. Enclosed is a Release of Medical Records signed by Mrs. White as well as our check for the cost of the copies.

If you have any questions or concerns, do not hesitate to call my office at 208-467-4567. Thank you for your attention to this matter.

(DS)

Sincerely yours

(QS)

Jonathan Smith
Attorney at Law

(DS)

(contestant number)

(DS)

Enclosures

Contestant Number

Job Number



**IN THE DISTRICT COURT IN AND
FOR ADA COUNTY, IDAHO (*bold*)**

(DS)
SANDRA SMITH,

(DS)
Plaintiff,

(DS)

v.

(DS)
MARVIN JOHNSON,

(DS)
Defendant.

CASE NO. AB 1957

_____/ (*grader: 2" line*)

(DS)

FINAL JUDGMENT (*bold*)

THIS CAUSE having come on for trial on October 23, 2013, and in view of the foregoing, it is

ORDERED AND ADJUDGED that Plaintiff SANDRA SMITH shall recover from Defendant MARVIN JOHNSON the total sum of Ten Thousand and 00/100 Dollars (\$10,000.00), as a settlement in the matter now before the court.

This judgment shall bear interest at the rate of 7.5 percent (7.5%) per annum until paid in full.

DONE AND ORDERED in District Court for the County of Ada, Idaho, this ____ day of _____, 20__.

(QS)

DISTRICT COURT JUDGE

Grader Note:
Wording may vary, but the formatting should be consistent with the Style and Reference Manual.