

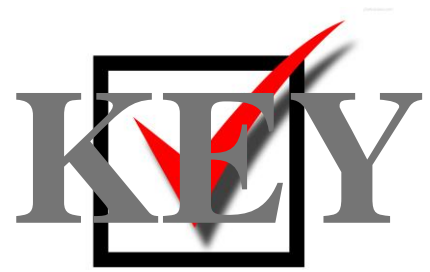
LEGAL OFFICE PROCEDURES (245)

REGIONAL – 2015

| | |
|---|----------------------------------|
| Objective Portion (<i>40 @ 5 points each</i>) | _____ (200 pts.) |
| Job 1 – Final Judgment | _____ (50 pts.) |
| Job 2 – Correspondence | _____ (100 pts.) |
| <i>TOTAL POINTS</i> | _____ (<i>350 pts.</i>) |

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

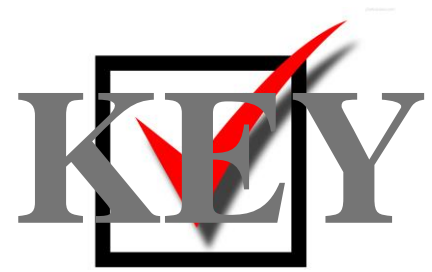
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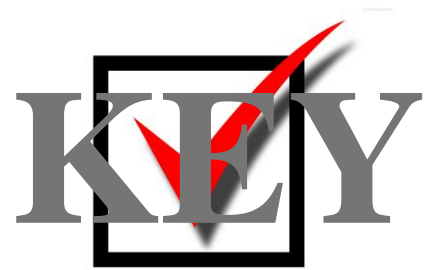
GENERAL INSTRUCTIONS

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains Jobs 1 and 2.
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. | ANS: a | 21. | ANS: a |
| 2. | ANS: a | 22. | ANS: b |
| 3. | ANS: a | 23. | ANS: b |
| 4. | ANS: b | 24. | ANS: b |
| 5. | ANS: b | 25. | ANS: b |
| 6. | ANS: c | 26. | ANS: a |
| 7. | ANS: c | 27. | ANS: b |
| 8. | ANS: b | 28. | ANS: b |
| 9. | ANS: c | 29. | ANS: a |
| 10. | ANS: d | 30. | ANS: a |
| 11. | ANS: a | 31. | ANS: a |
| 12. | ANS: d | 32. | ANS: a |
| 13. | ANS: c | 33. | ANS: d |
| 14. | ANS: a | 34. | ANS: c |
| 15. | ANS: d | 35. | ANS: a |
| 16. | ANS: a | 36. | ANS: d |
| 17. | ANS: b | 37. | ANS: c |
| 18. | ANS: b | 38. | ANS: a |
| 19. | ANS: a | 39. | ANS: d |
| 20. | ANS: b | 40. | ANS: b |



Job 1—Final Judgment
(top margin 1", side margins 1")

**IN THE COUNTY COURT OF THE
INDIANAPOLIS JUDICIAL DISTRICT IN AND
FOR THE STATE OF INDIANA (BOLD)**

(DS)
MOREY WALKER and
JANE WALKER dba
WALKER DRY CLEANING,

(DS)
Plaintiffs,

CASE No. IN-IND-2015

(DS)

v.

(DS)
HILLARY MORGENSEN,

(DS)
Defendant.

_____/

(DS)

FINAL JUDGMENT

(DS)

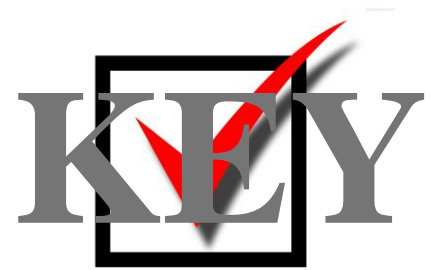
This cause having come before the Indianapolis Judicial District on April 10, 2015,
wherein the jury rendered a decision in favor of the plaintiffs, it is

ORDERED AND ADJUDGED that plaintiffs MOREY WALKER and JANE
WALKER dba WALKER DRY CLEANING shall be paid a judgment from the defendant
HILLARY MORGENSEN the total sum of **Thirty-eight Thousand Four Hundred and 00/100**
Dollars (\$38,400.00), for all of which let execution issue.

This judgment shall bear interest at the rate of **ten percent (10%)** per annum until
paid in full.

Contestant #

Job 1



It is hereby DONE AND ORDERED in the County Court of the Indianapolis
Judicial District this ____ day of _____, 2015.

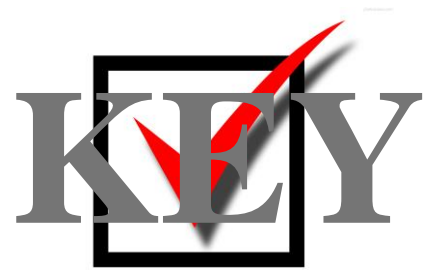
The Honorable M. W. Nielson
COUNTY JUDGE
Indianapolis Judicial District

Standards

0 Errors = 100 points
1 Error = 90 points
2 Errors = 70 points
3+ Errors = 0 points

Copies furnished: Clients

[Note to grader: It is okay if the signature block looks a little different from this in capitalization or which line the titles appear. Check to be sure all the information is included. Contestants may include a “Copies furnished:” notation after the signature block because one appears in the *Style &Reference Manual*; do not deduct or add points for this. Job 1 should fit on one page; otherwise, it will require a second-page footer (see *Style &Reference Manual*)]



Job 2— Letter to Court
(top margin 2”, side margins 1”)

[use current date]

(QS)

Clerk of the County Court
Indianapolis Judicial District
4102 State Street
Indianapolis, IN 46201

(DS)

Dear County Clerk

(DS)

CASE NO. IN-IND-2014 IN THE MATTER OF WALKER VS. MORGENSEN

(DS)

I respectfully request your assistance to obtain the signature of the Honorable M. W. Nielson on the enclosed Final Judgment. Once the Final Judgment has been signed by the judge, please enter the Final Judgment into the official court records.

Also please return a copy of the Final Judgment to this firm in the enclosed, self-addressed envelope.

If you have any questions or concerns, please contact me directly.

(DS)

Sincerely

(QS)

Pat LeMeur
Assistant to Samantha Steves

(DS)

Contestant #

(DS)

Enclosures: Final Judgment
SASE

(DS)

c Morey Walker
Jane Walker

Contestant #

Job #

Standards

0 Errors = 100 points

1 Error = 90 points

2 Errors = 70 points

3+ Errors = 0 points

The word Enclosures must be used, but listing the actual enclosures is optional. The Enclosure and Copy notations may appear differently than shown, but if they appear in any proper format, do not deduct points. The *Style & Reference Manual* calls for open punctuation. Job 2 will fit on one page.