



LEGAL OFFICE PROCEDURES (27)

KEY

Regional – 2013

Objective Portion (<i>40 @ 5 points each</i>)	_____ (200 pts.)
Job 1 - Letter to Client	_____ (100 pts.)
Job 2 - Pleading	_____ (100 pts.)
TOTAL POINTS	_____ (400 pts.)

Judges/Graders:

Please double-check and verify all scores!

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Workplace Skills Assessment Program competition.



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. | B | 21. | C |
| 2. | A | 22. | A |
| 3. | C | 23. | A |
| 4. | A | 24. | B |
| 5. | C | 25. | D |
| 6. | D | 26. | D |
| 7. | A | 27. | B |
| 8. | D | 28. | D |
| 9. | A | 29. | D |
| 10. | B | 30. | C |
| 11. | D | 31. | A |
| 12. | A | 32. | A |
| 13. | A | 33. | B |
| 14. | A | 34. | A |
| 15. | A | 35. | A |
| 16. | D | 36. | D |
| 17. | A | 37. | A |
| 18. | A | 38. | C |
| 19. | A | 39. | C |
| 20. | A | 40. | A |



Current Date

Job 1

(QS)

Snow White
222 Idaho Street
Nampa, ID 83651

(DS)

Dear Ms. White

(DS)

COMPLAINT

(DS)

We are pleased that you have chosen us to represent your interest in this case. When you were first interviewed at our office, we obtained the general information regarding the accident. We also obtained a copy of the accident report from the Nampa Police Department.

Enclosed is a copy of the Complaint we intend to file with the court to start the action against Mr. Jones and his insurance company to obtain relief for your damages. Please review the Complaint prior to our next appointment. You will be signing the verification part of the Complaint in the presence of a Notary Public when you sign the document.

We will be in contact with Mr. Jones' representatives in this matter. The police officers who were at the scene and any others police officers who may have been involved will be interviewed.

Be sure to bring in any additional information or documentation you have regarding the accident or subsequent medical information you have when you come for your next appointment.

Do not under any circumstances discuss your case with anyone except members of this office.

(DS)

Sincerely,

(QS)

Jonathan Smith
Attorney at Law

(DS)

Contestant #

(DS)

Enclosure



**IN THE SMALL CLAIMS COURT IN AND
FOR BLAIR COUNTY, COLORADO (*bold*)**

(DS)
SUSAN STONER,

(DS)
Plaintiff,

(DS)

v.

(DS)
JOSH JOHNSON,

(DS)
Defendant.

PLEADING
Top Margin: 1"
Side Margins: 1"

CASE NO. DM 1422

_____/ (*grader: 2" line*)

(DS)

FINAL JUDGMENT (*grader: 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 SUSAN STONER shall recover from
Defendant JOSH JOHNSON the total sum of Four Thousand and 00/100 Dollars (\$4,000.00), as
a settlement in the matter now before the court.

This judgment shall bear interest at the rate of six percent (6%) per annum until paid in
full.

DONE AND ORDERED in Small Claims Court for the County of Blair, Colorado, this
____ day of _____, 20__.

(QS)

SMALL CLAIMS COURT JUDGE

Grader Note:

Read the student directions on legal documents regarding number usage. In addition, spacing and footer information in style manual is confusing. Please be flexible if students attempted to follow what was written in the style manual.