

City Hall District Attorney

You will investigate three criminal cases and make recommendations based upon your conclusions of whether or not to prosecute. You are also responsible for reviewing and signing a variety of legal documents used in various businesses in JA BizTown.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #15**. A teacher will be at the cart if you need assistance. Log into to the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

2. Bill for Attorney Fees



Using your iPad and the **Attorney Fees Payment Checklist**, send an **eBill for Attorney Fees** for each JA BizTown business (except City Hall). You do this because you are the attorney for each business.

- Go to the “**Billing**” button on the left-hand side of your screen.
- Tap “**Create Bill**” in the lower right-hand corner.
- Fill in the required fields.
- You are billing for **Attorney Services**. **The fee for each invoice/eBill is \$3.00.**
- Send one to each business. Use your checklist to check off when you have sent each bill.

3. Non-Profit Application

The Non-Profit Director will come to you and request your signature on the **Non-Profit 501(c)(3) Application** form. Review the document to see that all the information has been completed. If the document is complete, sign the line labeled “**Attorney’s Signature**”.

4. Case #1

Read the statement concerning Case #1, the *Case of the Missing Teddy Bear*, found in the **District Attorney’s Notebook**. Follow the directions given in the notebook as you work to solve this case. You should complete the **Judgment Statement for the Case of the Missing Teddy Bear**.

5. Promissory Notes

After the Opening Town Meeting, go to the Bank and ask the Bank CEO for the folder with the Promissory Notes. Tell the CEO that you will return the folder with the Notes after you have reviewed and signed them. Return to your office.

- Sign the bottom of each of the Promissory Notes. Place them back in the folder.
- Return the folder with the signed Notes to the Bank CEO.

6. Construction Permit

The Construction Company will ask you and the Mayor to sign the Construction Permit for the new park bench. The Construction Company will need to disassemble the bench in front of their business and reassemble a new one (either green or brown). Make sure they have indicated on the permit which type of bench they should be building for the day. Both you and the Mayor will need to sign the Construction Permit.

7. Case #2

Read the statement concerning Case #2, the *Case of the World Famous Popcorn Recipe*, found in the **District Attorney's Notebook**. Follow the directions given in the notebook as you work to solve the case. After the Bio-Chemist from the Wellness Center has completed the hair analysis and the blood typing analysis for each suspect, you should complete the **Investigative Results** for the **Case of the World Famous Popcorn Recipe**.

8. Rental Agreements



Under the **Document Review tab** on your iPad, you will need to **View** all the Rental Agreements from the Property Manager and the Bank Charter from the Bank. If everything looks to be in order, **E-Sign** the documents. Click on the Refresh button on your iPad to update any newer documents that may have come in throughout the day.

9. Case #3

Work on Attorney Case #3, the *Case of the Misplaced Hammer*. Follow the directions found in the **District Attorney's Notebook** for the case. After solving the case, you should complete the **Investigative Results for the Case of the Misplaced Hammer**.

10. Clean Up

Assist with business clean up at the end of the day.