

CHAPTER 1: TODAY'S PROFESSIONAL PARALEGAL

TEST BANK

MULTIPLE CHOICE

Identify the choice that best completes the statement or answers the question.

- ____ 1. Experienced paralegals earn average compensation of around
 - a. \$30,000.
 - b. \$40,000.
 - c. \$70,000.
 - d. \$200,000.

- ____ 2. The career of a paralegal
 - a. is likely to narrow in responsibilities in the future.
 - b. is unlikely to be rewarding.
 - c. can be exciting, challenging, and rewarding.
 - d. is unlikely to involve opportunities to work outside of law firms.

- ____ 3. As the profession has grown, the average paralegal salary
 - a. has increased.
 - b. has decreased.
 - c. has remained the same.
 - d. initially increased, but is now decreasing.

- ____ 4. Which of the following professional organizations agree on a definition for the term *paralegal*?
 - a. National Association of Legal Assistants (NALA)
 - b. National Federation of Paralegal Associations (NFPA)
 - c. American Bar Association (ABA)
 - d. NALA and ABA only

- ____ 5. The term *paralegal* is often used interchangeably with which of the following terms?
 - a. Legal secretary
 - b. Law clerk
 - c. Legal assistant
 - d. Partner

- ____ 6. In addition to the term *legal assistant*, a paralegal may be referred to as which of the following?
 - a. Legal technician
 - b. Legal research specialist
 - c. Official legal specialist
 - d. Legal technician or legal research specialist

- ____ 7. Lawyers sometimes refer to their ____ as legal assistants, which can cause confusion.
 - a. secretaries
 - b. colleagues
 - c. interns
 - d. clients

- ____ 8. Which of the following is true of paralegals?
- They may practice law.
 - They may not practice law.
 - They only do secretarial work.
 - They are granted a license to work by the state.
- ____ 9. Which organization voiced concern about the term *legal assistant* being used to describe secretaries?
- National Federation of Paralegal Associations (NFPA)
 - American Association for Paralegal Education (AAfPE)
 - American Bar Association (ABA)
 - National Association of Legal Assistants (NALA)
- ____ 10. A paralegal is employed by a
- doctor.
 - lawyer.
 - building contractor.
 - private individual.
- ____ 11. If a paralegal was not performing his or her work, it would be performed by a(n)
- secretary.
 - intern.
 - lawyer.
 - professor.
- ____ 12. The tasks that paralegals perform today were traditionally performed by
- doctors.
 - law professors.
 - low-paid secretaries.
 - attorneys.
 - law professors and low-paid secretaries.
- ____ 13. Paralegals typically obtain their training through
- experience.
 - education.
 - undergraduate courses.
 - law school.
 - experience and education.
- ____ 14. Today, paralegals often work in which of the following environments?
- Corporations
 - Government agencies
 - Courts
 - Insurance companies
 - All of these choices are correct.
- ____ 15. Which of the following is *not* a place in which a paralegal is likely to work?
- A corporation
 - An insurance company
 - A farm
 - A real estate firm
 - None of these choices is correct.

- ____ 16. Today, paralegals often work in
- restaurants.
 - schools.
 - courts.
 - farms.
- ____ 17. Today, paralegals often work in which of the following nontraditional places?
- Restaurants
 - Schools
 - Farms
 - None of these choices is correct
- ____ 18. Which of the following are tasks that paralegals may perform?
- Draft legal documents
 - Conduct legal research
 - Interview clients and witnesses
 - Conduct legal investigations
 - All of these choices are correct.
- ____ 19. Which of the following are tasks that paralegals may perform?
- Draft legal documents
 - File legal documents with courts
 - Summarize witness testimony
 - Conduct legal investigations
 - All of these choices are correct.
- ____ 20. Which of the following are tasks that paralegals may perform?
- Conduct legal research
 - File legal documents with courts
 - Summarize witness testimony
 - Coordinate litigation proceedings
 - All of these choices are correct.
- ____ 21. Paralegals *cannot* perform which of the following tasks?
- Draft legal documents
 - Conduct legal research
 - Interview clients and witnesses
 - Conduct legal investigations
 - Paralegals may perform all of the listed tasks.
- ____ 22. Paralegals *cannot* perform which of the following tasks?
- Draft legal documents
 - Conduct legal research
 - Practice law
 - Draft legal documents and conduct legal research
- ____ 23. A paralegal may conduct client interviews and maintain contact with clients, provided that the client is
- aware of the status and function of the legal assistant.
 - a minor.
 - not a minor.
 - not mentally capable of making decisions for himself or herself.

- ____ 24. Paralegals spend the most time performing which of the following tasks?
- a. Drafting of legal documents
 - b. Client relations
 - c. Research
 - d. All of these choices are correct.
- ____ 25. A typical paralegal is likely to spend the most time performing which of the following tasks?
- a. Drafting legal documents
 - b. Preparing coffee for clients
 - c. Delivering documents to court
 - d. All of these choices are correct.
- ____ 26. Which of the following must a paralegal be careful *not* to do?
- a. Draft legal documents
 - b. Contact clients
 - c. Give legal advice
 - d. Draft legal documents and contact clients
- ____ 27. A paralegal working in a one-attorney office is likely to
- a. perform certain secretarial functions.
 - b. assume the role of an attorney.
 - c. perform only high-level tasks.
 - d. None of these choices is correct.
- ____ 28. A paralegal working in a large law firm is likely to
- a. spend all of his or her time completing low-level paperwork.
 - b. have a support staff.
 - c. give legal advice.
 - d. All of these choices are correct.
- ____ 29. A paralegal is most likely to be specialized if he or she
- a. is under 30 years old.
 - b. speaks a foreign language.
 - c. works for a large law firm.
 - d. works for a one-attorney firm.
- ____ 30. As ____ advances, the role of many legal assistants today is expanding.
- a. litigation
 - b. technology
 - c. the typical caseload
 - d. discovery
- ____ 31. Paralegals are increasingly becoming the _____ experts at law firms.
- a. technology
 - b. divorce
 - c. organizational
 - d. international law

- ____ 32. Paralegals are likely to use which of the following technologies?
- a. Time-and-billing software
 - b. Online legal databases
 - c. Litigation support software
 - d. All of these choices are correct.
- ____ 33. Who were the first paralegals?
- a. Legal secretaries
 - b. Law clerks
 - c. Defunct lawyers
 - d. College graduates
- ____ 34. When did the first formal paralegal education programs begin?
- a. Early 1950s
 - b. Late 1960s
 - c. Mid-1970s
 - d. Early 1980s
- ____ 35. Which of the following spurred the growth of paralegal education programs?
- a. The demand for lower-cost legal services
 - b. The public's use of paralegals
 - c. Lawyers' realization of the benefits
 - d. The demand for lower-cost legal services and lawyers' realization of the benefits
- ____ 36. How many paralegal education programs exist today in the United States?
- a. Over 300
 - b. Over 500
 - c. Over 1,000
 - d. Over 2,000
- ____ 37. How many of the paralegal education programs that exist today in the United States are approved by the ABA?
- a. About 100
 - b. Over 500
 - c. About 260
 - d. Over 2,000
- ____ 38. Where would you be likely to find a paralegal education program?
- a. At a community college
 - b. At a four-year college
 - c. At a business school
 - d. All of these choices are correct.
- ____ 39. Paralegal programs at community colleges are typically
- a. two years long, requiring about 60 semester hours.
 - b. six-week short courses.
 - c. one year long, requiring about 30 semester hours.
 - d. four years long.

- ____ 40. A paralegal program at a community college will usually lead to
- an associate of arts degree.
 - a master's degree
 - a certification by the secretary of state
 - provisional acceptance at a regional law school
- ____ 41. A four-year bachelor's degree program with a major or minor in paralegal studies usually requires
- about 120 semester hours.
 - about 200 semester hours.
 - at least one foreign language course.
 - an accounting minor.
- ____ 42. Certificate programs for paralegals typically last
- between one and two months.
 - between three and twelve months.
 - less than one month.
 - between three and four years.
- ____ 43. A paralegal who ____ will be very marketable to employers.
- speaks only English
 - only graduates from high school
 - majors in another field such as nursing
 - completes only a certificate program
- ____ 44. Substantive law is law that creates
- procedures for enforcing rights.
 - legal rights.
 - legal obligations.
 - court rules.
 - legal rights and legal obligations.
- ____ 45. Examples of substantive law include which of the following?
- Court rules specifying the documents needed to begin a lawsuit
 - A law prohibiting employment discrimination
 - A rule specifying when a document must be filed with a court
 - All of these choices are correct.
- ____ 46. A law prohibiting employment discrimination is an example of which type of law?
- Procedural law
 - Substantive law
 - Employment law
 - All of these choices are correct.
- ____ 47. Which of the following is an example of procedural law?
- A law determining which court will hear a case
 - A law prohibiting employment discrimination on the basis of age
 - A law prohibiting employment discrimination on the basis of gender
 - All of the choices are correct.

- ____ 48. Procedural law is law that does which of the following?
- a. Creates legal rights
 - b. Defines how rights are enforced
 - c. Creates legal obligations
 - d. All of these choices are correct.
- ____ 49. Which of the following is an example of procedural law?
- a. A law prohibiting employment discrimination
 - b. A law making stealing a crime
 - c. A law requiring that a complaint be filed to begin a lawsuit
 - d. A law requiring a person to be sixteen years old to obtain a driver's license
- ____ 50. A law requiring that a complaint be filed to begin a lawsuit is an example of which type of law?
- a. Procedural law
 - b. Substantive law
 - c. Employment law
 - d. All of these choices are correct.
- ____ 51. Paralegal students study which of the following?
- a. Procedural law
 - b. Substantive law
 - c. Specialties within substantive law
 - d. All of these choices are correct.
- ____ 52. Which of the following is a professional association responsible for setting educational standards for paralegals?
- a. NFPA
 - b. American Association for Paralegal Education (AAfPE)
 - c. NALA
 - d. LAMA
- ____ 53. The AAfPE was formed in order to
- a. promote high standards of paralegal education.
 - b. unionize paralegals.
 - c. increase paralegal wages.
 - d. regulate the paralegal profession.
- ____ 54. California was the first state to
- a. promote high standards of paralegal education.
 - b. unionize paralegals.
 - c. require a paralegal to meet certain minimum educational requirements.
 - d. regulate the paralegal profession.
- ____ 55. The NFPA is a(n)
- a. association of attorneys.
 - b. state bar association.
 - c. association of legal secretaries.
 - d. paralegal association.

- ____ 56. Which of the following statements is true?
- a. Paralegal schools must meet ABA standards to be certified.
 - b. Paralegals from non-ABA schools are not certified.
 - c. Paralegal schools are not required to get ABA approval.
 - d. Paralegal schools without ABA approval do not give credit.
- ____ 57. What did the ABA establish in 1974?
- a. Educational standards for paralegal training programs
 - b. A state bar association
 - c. An association for legal secretaries
 - d. A paralegal association
- ____ 58. Since _____, the ABA has had an established set of educational standards for paralegal training programs.
- a. 1960
 - b. 1974
 - c. 1984
 - d. 1994
- ____ 59. Which of the following is true of NALA?
- a. It is an association of attorneys.
 - b. It is a paralegal association.
 - c. It is an association of legal secretaries.
 - d. All of these choices are correct.
- ____ 60. Which of the following states requires paralegals to be certified?
- a. Texas
 - b. California
 - c. New Jersey
 - d. None of these—no state requires paralegals to be certified.
- ____ 61. Which of the following states has implemented a voluntary statewide certification program for paralegals?
- a. Arizona
 - b. Michigan
 - c. California
 - d. New Jersey
- ____ 62. Which of the following states has implemented a voluntary statewide certification program for paralegals?
- a. Washington
 - b. Montana
 - c. California
 - d. Maine
- ____ 63. NALA and NFPA are
- a. affiliate paralegal associations.
 - b. state bar associations.
 - c. the two leading national paralegal associations.
 - d. None of these choices is correct.

- ____ 64. Educational options for paralegals include which of the following?
- Postgraduate certificates
 - Paralegal certificates
 - Associate's degrees
 - Bachelor's degrees
 - All of these choices are correct.
- ____ 65. Which of the following is correct regarding the difference between a paralegal certificate and a postgraduate certificate?
- A paralegal certificate is awarded to those with an associate's degree.
 - A paralegal certificate is awarded to those with a bachelor's degree.
 - A paralegal certificate is awarded to those with a high school diploma or its equivalent.
 - None of these choices is correct.
- ____ 66. The NFPA requires certified paralegals to complete
- twelve hours of CLE courses every year.
 - two hours of CLE courses every year.
 - twelve hours of CLE courses every other year.
 - twelve hours of CLE courses every three years.
- ____ 67. An associate's degree signifies completion of a
- two-year program, usually at a community college.
 - four-year program at a college or university.
 - paralegal program of study at a private business or trade school.
 - paralegal program by someone with a bachelor's degree.
- ____ 68. A certified legal assistant (CLA) is which of the following?
- A legal assistant who has passed the bar exam
 - A legal assistant who has passed the NFPA certification exam
 - A legal assistant who has passed the NALA certification exam
 - A licensed paralegal
- ____ 69. The advanced paralegal certification (APC) designation means that a legal assistant
- has passed a test demonstrating general legal competence.
 - has passed a bar exam.
 - has passed a test demonstrating competence in a legal specialty.
 - is a member of the APC, a legal assistant organization.
- ____ 70. Which of the following administers the CLA and the APC exams?
- State bar associations
 - NFPA
 - NALA
 - PLA
- ____ 71. The Paralegal Advanced Competency Exam (PACE) can be taken by paralegals who
- have at least two years of work experience and meet specific educational requirements.
 - belong to a paralegal union.
 - have at least a year of work experience.
 - are sponsored by their employer.

- ____ 72. A paralegal who has at least two years of work experience and meets specific educational requirements can
- take the Paralegal Advanced Competency Exam (PACE).
 - obtain a special certificate.
 - take continuing education classes for free.
 - join an elite paralegal union.
- ____ 73. Which organization voted to establish the Paralegal Advanced Competency Exam (PACE)?
- NALA
 - AAfPE
 - NFPA
 - ABA
- ____ 74. What does the designation "RP" behind a paralegal's name stand for?
- Registered Professional
 - PACE-Registered Paralegal
 - Responsible Paralegal
 - None of these choices is correct.
- ____ 75. Which of the following are skills needed by paralegals?
- Organizational skills
 - Analytical skills
 - Computer skills
 - All of these choices are correct.
- ____ 76. Which of the following are *not* skills needed by a paralegal?
- Organizational skills
 - Analytical skills
 - Computer skills
 - None of these choices is correct.
- ____ 77. Which of the following is part of professional paralegal behavior?
- Objectivity
 - Courtesy under pressure
 - Responsibility/reliability
 - All of these choices are correct.
- ____ 78. Which of the following is *not* part of professional paralegal behavior?
- Objectivity
 - Courtesy under pressure
 - Responsibility/reliability
 - None of these choices is correct
- ____ 79. Which of the following is an important part of oral communication?
- Body language
 - Hair color
 - Position in room
 - Age

- ____ 80. Legal analysis is critical to a paralegal's duties because
- it is integral to helping lawyers formulate arguments.
 - the Paralegal Code says it is.
 - paralegals must be able to offer unique legal advice to clients.
 - All of these choices are correct.
- ____ 81. Poor communication can
- damage a case.
 - destroy a client relationship.
 - harm a legal professional's reputation.
 - All of these choices are correct.
- ____ 82. Communication skills include which of the following?
- Reading skills
 - Oral communication skills
 - Listening skills
 - Writing skills
 - All of these choices are correct.
- ____ 83. Which of the following is part of good speaking skills?
- Facial expression
 - Correct grammar
 - Posture
 - All of these choices are correct.
- ____ 84. According to the text, at a minimum, with which computer software should paralegals have experience?
- Document control software
 - Client billing software
 - Word-processing software
 - All of these choices are correct.
- ____ 85. One of the best ways to make yourself competitive as a paralegal is to
- have excellent online communication skills.
 - live close to the office.
 - do as little continuing education as possible so you can be in the office more.
 - All of these choices are correct.
- ____ 86. Paralegals with which of the following skills will have an edge in the job market?
- Copying skills
 - Basic word-processing skills
 - Current technology skills
 - Secretarial skills
- ____ 87. One of the most important areas to become familiar with during paralegal training is
- online communications.
 - written communications.
 - fax machine operation.
 - sustainability.

- ____ 88. Legal assistants must be able to keep confidences because
- clients do not like their secrets told.
 - paralegals should not gossip.
 - it is an ethical rule imposed on attorneys.
 - clients do not like their secrets told, and it is an ethical rule imposed on attorneys.
- ____ 89. Paralegals may discuss client information with which of the following?
- Spouses
 - Immediate family members
 - The group working on the case
 - All of these choices are correct.
- ____ 90. Paralegals may discuss client information with which of the following?
- Spouses
 - Immediate family members
 - Close friends
 - None of these choices is correct
- ____ 91. As a paralegal, you will be judged based on your
- actions.
 - appearance.
 - attitude.
 - All of these choices are correct
- ____ 92. Which of the following is an important attribute for modern legal professionals?
- Being personable
 - Being collaborative
 - Being entrepreneurial
 - All of these choices are correct.
- ____ 93. Generally, paralegal organizations are in favor of which of the following
- Voluntary certification
 - State licensing programs
 - Mandatory certification programs
 - Technical licensing programs
- ____ 94. According to the U.S. Department of Labor, which of the following is true about the legal assistant profession?
- It is expected to grow at an average rate.
 - It is expected to grow at a rate much faster than average.
 - It is not expected to grow.
 - It is expected to grow at a slower-than-average rate.
- ____ 95. A paralegal educational program that has satisfied the standards for paralegal training set forth by the ABA is called a(n) _____ program.
- NALA-approved
 - ABA-approved
 - ABA-accredited
 - NALA-accredited

- ____ 96. Growth in the paralegal profession is occurring because law firms are hiring more paralegals to _____ of legal services.
- lower the cost
 - improve the efficiency
 - increase the availability
 - All of these choices are correct.
- ____ 97. Becoming a paralegal is
- not a good idea because employment opportunities are limited.
 - an effective way to get into law school.
 - a reasonable career plan because employment opportunities are increasing.
 - a sure way of making a lot of money.
- ____ 98. The paralegal profession is
- growing slowly.
 - static.
 - a dynamic and changing profession.
 - difficult and provides little opportunity for advancement.
- ____ 99. Paralegals should be
- detail oriented and organized.
 - inflexible.
 - focused on making as much money as possible.
 - All of these choices are correct.
- ____ 100. The paralegal profession is *not*
- growing slowly.
 - static.
 - a simple profession to make easy money.
 - All of these choices are correct.

SHORT ANSWER

101. Why does the paralegal profession continue to grow? Are paralegal salaries increasing?
102. What are the key elements of the ABA and NALA definitions of a legal assistant or paralegal?
103. List and describe the major tasks that paralegals may perform.
104. Describe the role of legal assistants as the technology experts in today's law firm. What are some of the ways that computers are used in law offices?
105. Describe the roles of the AAFPE and the ABA in paralegal education.
106. Describe the degrees and certificates that are available to paralegals. What types of educational institutions grant these degrees?
107. Explain the difference between substantive and procedural law. Which does a legal assistant study?
108. What does *certification* mean? What organizations or other entities offer paralegal certification programs?

109. Describe some of the attributes of paralegal professionalism.
110. Discuss CLE requirements as they apply to the paralegal profession.
111. Can a paralegal give legal advice? Explain.
112. Describe the factors that might influence the tasks of individual paralegals.
113. What are some of the ways in which paralegals can manage their time effectively?
114. Describe guidelines that a paralegal should follow when proofreading legal documents.
115. Describe the steps a paralegal should take in preparing for and conducting a client interview.