

True/False

1. Precision and attention to detail are important characteristics of a paralegal.

- ### Multiple Choice

10. The association that is primarily concerned with the supervision of paralegals on the job is:

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conflict of interest with present or prior clients.

19. Define the unauthorized practice of law.

ANS: Engaging in acts that require either a license to practice law or other special authorization by a person who does not have the license or special authorization.

20. What did *Missouri v. Jenkins* decide?

ANS: The market rate of paralegal fees can be awarded in statutory-fee cases such as those that arise under the Civil Rights Attorney's Fees Award Act.

21. What is the Rule of Three?

ANS: Gross revenue generated through paralegal billing should equal three times a paralegal's salary.

Fill-in-the-Blank

Complete each statement.

22. One of the most important skills in the law is the ability to identify the _____ that needs to be resolved.

ANS: question or issue

23. _____ million lawsuits are filed every year.

ANS: Eighty

24. A paralegal who often works with contracts or incorporations is sometimes called a _____ paralegal.

ANS: transactional

25. A _____ fee is dependent on the outcome of the case.

ANS: contingent

26. Paralegal fees will be denied for _____ tasks performed by a paralegal.

ANS: clerical or secretarial

27. Paralegal career ladders are most likely to be found in those law offices that employ _____ paralegals.

ANS: more than three

28. A paralegal must meet a _____ quota if he or she is expected to work a minimum number of billable hours over a designated period of time.

ANS: billable hours

29. The Rule of Three is unlikely to be achieved if the office assigns many _____ tasks to a paralegal.



ANS: C

12. Sources of opposition to independent paralegals who sell their services directly to the public have been:
- some disgruntled clients of the independent paralegal
 - some bar associations
 - some traditional paralegals
 - all of the above

ANS: D

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13. In California, independent contractors who sell legal or law-related legal services to the public without attorney supervision are called:
- legal document assistants
 - unlawful detainer assistants
 - bankruptcy petition preparers
 - all of the above

ANS: D

14. Which of the following is not considered overhead in most states?
- rent
 - paralegal work
 - phone bill
 - secretarial work

ANS: B

Short Answer Essay

15. Name five of the major organizations in the field of paralegalism.

ANS: National Federation of Paralegal Associations, National Association of Legal Assistants, American Bar Association Standing Committee on Legal Assistants, your state bar association, your local paralegal association.

16. Name an important difference between the certification exams of NALA and NFPA.

ANS: You can take the CLA certification exam of NALA with no paralegal experience. You need experience, however, to sit for the PACE exam of NFPA.

17. What is the distinction between a traditional paralegal and an independent contractor?

ANS: A traditional paralegal is an employee of an attorney; an independent contractor has his or her own business.