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| 1. The partners who have been with the firm the longest and often have the greatest ownership share are the   |  |  |  | | --- | --- | --- | |  | a. | senior associates. | |  | b. | associates. | |  | c. | senior partners. | |  | d. | counselors. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:07 AM | | *DATE MODIFIED:* | 1/23/2023 8:25 PM | |

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| 2. A lawyer who works for a firm and is salaried, but is not yet a partner in the firm is a(n)   |  |  |  | | --- | --- | --- | |  | a. | associate. | |  | b. | paralegal. | |  | c. | law clerk. | |  | d. | legal aide. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:08 AM | | *DATE MODIFIED:* | 1/23/2023 8:25 PM | |

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| 3. The process whereby one person sues another person in a court of law to enforce a right or to seek a remedy such as financial compensation is   |  |  |  | | --- | --- | --- | |  | a. | malpractice coverage. | |  | b. | civil litigation. | |  | c. | criminal litigation. | |  | d. | tort law. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:09 AM | | *DATE MODIFIED:* | 1/23/2023 8:26 PM | |

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| 4. An intellectual property case is likely to deal with issues related to   |  |  |  | | --- | --- | --- | |  | a. | negligence | |  | b. | civil rights | |  | c. | products liability | |  | d. | copyright |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:10 AM | | *DATE MODIFIED:* | 1/23/2023 8:26 PM | |

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| 5. An incident of a seatbelt not restraining a passenger during a car crash because of faulty parts might lead to a   |  |  |  | | --- | --- | --- | |  | a. | contract case. | |  | b. | civil rights case. | |  | c. | corporation case. | |  | d. | product liability case. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:11 AM | | *DATE MODIFIED:* | 1/23/2023 8:26 PM | |

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| 6. A paralegal is valuable to a law firm because a   |  |  |  | | --- | --- | --- | |  | a. | paralegal will make a good partner. | |  | b. | paralegal’s time is billed at the same rate as an attorney’s. | |  | c. | paralegal is not bound by ethical standards. | |  | d. | paralegal can help the law firm efficiently deliver legal services to more people. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:12 AM | | *DATE MODIFIED:* | 1/23/2023 8:26 PM | |

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| 7. Keeping track of how you spend your time in the law office   |  |  |  | | --- | --- | --- | |  | a. | is called docket control. | |  | b. | is called disbursement entry. | |  | c. | may be done online. | |  | d. | is the responsibility of your supervising attorney. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:13 AM | | *DATE MODIFIED:* | 1/23/2023 8:27 PM | |

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| 8. Under task-based billing, clients are charged   |  |  |  | | --- | --- | --- | |  | a. | for the number of hours required by a task. | |  | b. | a set fee for a particular task. | |  | c. | only if the case is won. | |  | d. | for the attorney’s work, but not the paralegal’s work. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:41 AM | | *DATE MODIFIED:* | 1/23/2023 8:27 PM | |

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| 9. A fee paid upfront to secure legal services is called   |  |  |  | | --- | --- | --- | |  | a. | a contingency fee. | |  | b. | value billing. | |  | c. | flat-fee billing. | |  | d. | a retainer fee. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:41 AM | | *DATE MODIFIED:* | 1/23/2023 8:27 PM | |

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| 10. Electronic billing   |  |  |  | | --- | --- | --- | |  | a. | provides instant client access to billing information. | |  | b. | is the cost of a firm’s Internet access. | |  | c. | helps the firm cut costs. | |  | d. | only involves attaching a bill to e-mail. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:43 AM | | *DATE MODIFIED:* | 1/23/2023 8:28 PM | |

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| 11. The limitation of legal representation to one step in a multiple-step process is   |  |  |  | | --- | --- | --- | |  | a. | multijurisdictional practice. | |  | b. | always unethical. | |  | c. | unbundling legal services. | |  | d. | task-based billing. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:44 AM | | *DATE MODIFIED:* | 1/23/2023 8:28 PM | |

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| 12. The benefit of a client portal is that   |  |  |  | | --- | --- | --- | |  | a. | it is subject to discovery in the course of litigation. | |  | b. | it enables lawyer and client to securely exchange information online. | |  | c. | it has become the standard way to store legal files remotely on servers that are accessed through the Internet. | |  | d. | it allows the public to easily access information about the firm’s cases. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:45 AM | | *DATE MODIFIED:* | 1/23/2023 8:28 PM | |

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| 13. A litigation system binder is *least* helpful to the paralegal in   |  |  |  | | --- | --- | --- | |  | a. | saving time. | |  | b. | assisting with unique and irregular tasks. | |  | c. | preparing for the job. | |  | d. | saving effort. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:45 AM | | *DATE MODIFIED:* | 1/23/2023 8:28 PM | |

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| 14. Paralegals may   |  |  |  | | --- | --- | --- | |  | a. | give legal advice to a friend. | |  | b. | accept cases for the firm. | |  | c. | represent clients at federal administrative hearings. | |  | d. | split fees with an attorney. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:46 AM | | *DATE MODIFIED:* | 1/23/2023 8:29 PM | |

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| 15. Ethical responsibility in a law firm rests with   |  |  |  | | --- | --- | --- | |  | a. | attorneys only. | |  | b. | the senior partner only. | |  | c. | paralegals only. | |  | d. | all employees. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:47 AM | | *DATE MODIFIED:* | 1/23/2023 8:29 PM | |

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| 16. To avoid the unauthorized practice of law, the paralegal’s work   |  |  |  | | --- | --- | --- | |  | a. | must be delegated by an attorney. | |  | b. | must not include drafting documents. | |  | c. | must not involve the client. | |  | d. | must be kept separate from the attorney’s work. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:48 AM | | *DATE MODIFIED:* | 1/23/2023 8:29 PM | |

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| 17. A conflict of interest occurs when a paralegal assists   |  |  |  | | --- | --- | --- | |  | a. | on a case for a bank where the paralegal has an account. | |  | b. | an attorney representing his or her family. | |  | c. | on a case against a store in which the paralegal occasionally shops. | |  | d. | on a case against a good friend. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:49 AM | | *DATE MODIFIED:* | 1/23/2023 8:39 PM | |

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| 18. Conflicts of interest are unethical because they   |  |  |  | | --- | --- | --- | |  | a. | diminish the professional’s allegiance to the client. | |  | b. | cause clients to put too much trust in professionals. | |  | c. | are the main cause of double billing. | |  | d. | pit stronger corporate clients against weaker private ones. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:50 AM | | *DATE MODIFIED:* | 1/23/2023 8:39 PM | |

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| 19. Confidentiality would be at risk in the   |  |  |  | | --- | --- | --- | |  | a. | office reception area with the paralegal, client, and the client’s mother-in-law present. | |  | b. | paralegal’s office with the paralegal and the client alone. | |  | c. | paralegal’s office with the paralegal, client, and supervising attorney present. | |  | d. | client’s home with the client and paralegal alone. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:51 AM | | *DATE MODIFIED:* | 1/23/2023 8:39 PM | |

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| 20. Disclosure of confidential information is always unethical when the   |  |  |  | | --- | --- | --- | |  | a. | client consents in writing. | |  | b. | disclosure is necessary to prevent death. | |  | c. | disclosure is to an attorney not involved in the case. | |  | d. | disclosure is necessary to prevent financial injury by fraud. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:52 AM | | *DATE MODIFIED:* | 1/23/2023 8:40 PM | |

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| 21. An intermediate appellate court   |  |  |  | | --- | --- | --- | |  | a. | is the court of final review. | |  | b. | has original jurisdiction. | |  | c. | stands between the trial court and the court of final review. | |  | d. | does not have subject matter jurisdiction. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:53 AM | | *DATE MODIFIED:* | 1/23/2023 8:40 PM | |

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| 22. Most court cases are resolved in the   |  |  |  | | --- | --- | --- | |  | a. | trial court. | |  | b. | intermediate appellate court. | |  | c. | highest appellate court. | |  | d. | U.S. Supreme Court. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:54 AM | | *DATE MODIFIED:* | 1/23/2023 8:40 PM | |

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| 23. A court of general jurisdiction   |  |  |  | | --- | --- | --- | |  | a. | hears military cases only. | |  | b. | usually has appellate jurisdiction only. | |  | c. | is common to the federal court system. | |  | d. | is common to the state court system. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:55 AM | | *DATE MODIFIED:* | 1/23/2023 8:40 PM | |

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| 24. When a judge or jury attempts to answer the question “what happened?” it is trying to answer a question of   |  |  |  | | --- | --- | --- | |  | a. | law. | |  | b. | fact. | |  | c. | venue. | |  | d. | jurisdiction. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:56 AM | | *DATE MODIFIED:* | 1/23/2023 8:41 PM | |

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| 25. A U.S. district court can have \_\_\_\_\_ jurisdiction.   |  |  |  | | --- | --- | --- | |  | a. | general | |  | b. | diversity | |  | c. | appellate | |  | d. | unlimited subject matter |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 4:59 AM | | *DATE MODIFIED:* | 1/23/2023 8:41 PM | |

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| 26. A court has personal jurisdiction   |  |  |  | | --- | --- | --- | |  | a. | when a summons and complaint are served. | |  | b. | when a warrant is served. | |  | c. | over everyone in its district. | |  | d. | over everyone named in an action brought in its district. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:01 AM | | *DATE MODIFIED:* | 1/23/2023 8:41 PM | |

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| 27. The jurisdictional amount   |  |  |  | | --- | --- | --- | |  | a. | can determine in which court a case can be tried. | |  | b. | is the attorney’s fee. | |  | c. | is the same in all courts. | |  | d. | can be waived for indigents. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:01 AM | | *DATE MODIFIED:* | 1/23/2023 8:41 PM | |

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| 28. Sovereign immunity   |  |  |  | | --- | --- | --- | |  | a. | protects foreign leaders from prosecution when they visit the United States. | |  | b. | protects government employees from being sued for exercising their constitutional duties. | |  | c. | is an out-of-date concept that American courts have abandoned. | |  | d. | is the power of one state to protect property from lawsuits arising in another state. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:02 AM | | *DATE MODIFIED:* | 1/23/2023 8:42 PM | |

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| 29. Legislative courts do *not* include the U.S.   |  |  |  | | --- | --- | --- | |  | a. | Claims Court. | |  | b. | District Court. | |  | c. | Tax Court. | |  | d. | Court of Veterans Appeals. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:03 AM | | *DATE MODIFIED:* | 1/23/2023 8:42 PM | |

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| 30. The jurisdictional amount in federal diversity cases   |  |  |  | | --- | --- | --- | |  | a. | is the combined claim for multiple plaintiffs. | |  | b. | is the value of all claims made by one plaintiff against one defendant. | |  | c. | can never include attorney’s fees. | |  | d. | does not apply to class-action suits. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:04 AM | | *DATE MODIFIED:* | 1/23/2023 8:42 PM | |

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| 31. The U.S. Supreme Court   |  |  |  | | --- | --- | --- | |  | a. | is the highest authority on the federal law. | |  | b. | is an intermediate appellate court. | |  | c. | has seven associate justices. | |  | d. | has no original jurisdiction. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:04 AM | | *DATE MODIFIED:* | 1/23/2023 8:42 PM | |

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| 32. Venue includes   |  |  |  | | --- | --- | --- | |  | a. | each county where multiple plaintiffs reside. | |  | b. | the same area as jurisdiction. | |  | c. | the county most convenient for all parties. | |  | d. | the county where the incident occurred. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:12 AM | | *DATE MODIFIED:* | 1/23/2023 8:43 PM | |

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| 33. It is unethical for law firms to market services on Web pages and blogs.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:13 AM | | *DATE MODIFIED:* | 1/23/2023 2:57 AM | |

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| 34. Sexual harassment is likely to lead to a contract suit.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:13 AM | | *DATE MODIFIED:* | 1/18/2023 5:14 AM | |

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| 35. Pro bono cases deal with corporation law.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:14 AM | | *DATE MODIFIED:* | 1/18/2023 5:16 AM | |

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| 36. Paralegals are responsible for clerical and word-processing services for the law firm.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:16 AM | | *DATE MODIFIED:* | 1/23/2023 2:58 AM | |

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| 37. A law firm may bill clients for the time spent by paralegals on their cases.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:17 AM | | *DATE MODIFIED:* | 1/23/2023 2:58 AM | |

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| 38. Timekeeping is important for analyzing productivity.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:17 AM | | *DATE MODIFIED:* | 1/18/2023 5:17 AM | |

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| 39. A tickler system is a calendaring process.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:17 AM | | *DATE MODIFIED:* | 1/18/2023 5:18 AM | |

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| 40. Computer software can automatically calculate and calendar deadlines.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:18 AM | | *DATE MODIFIED:* | 1/23/2023 2:59 AM | |

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| 41. Disbursements are expenses incurred on behalf of the client.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:18 AM | | *DATE MODIFIED:* | 1/18/2023 5:18 AM | |

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| 42. Office work on a laptop or home computer is adequately secured by a password.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:19 AM | | *DATE MODIFIED:* | 1/18/2023 5:19 AM | |

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| 43. When speaking to a witness on the phone, it is best not to identify your firm.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:19 AM | | *DATE MODIFIED:* | 1/18/2023 5:19 AM | |

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| 44. One of the most common problems in using the telephone is failing to record phone numbers and addresses accurately.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/23/2023 2:55 AM | | *DATE MODIFIED:* | 1/23/2023 2:56 AM | |

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| 45. Use your clients’ first names to help them feel comfortable.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:20 AM | | *DATE MODIFIED:* | 1/18/2023 5:24 AM | |

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| 46. Paralegals may represent clients in court if the amount in controversy is less than five thousand dollars.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:26 AM | | *DATE MODIFIED:* | 1/23/2023 3:00 AM | |

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| 47. Generally, paralegals may have business cards with the name of the firm on them.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:26 AM | | *DATE MODIFIED:* | 1/18/2023 5:27 AM | |

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| 48. Calendaring and deadline control errors may lead to malpractice claims.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:27 AM | | *DATE MODIFIED:* | 1/18/2023 5:27 AM | |

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| 49. Professional development requires that you join the ABA.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:27 AM | | *DATE MODIFIED:* | 1/18/2023 5:28 AM | |

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| 50. Ethical standards are set in each jurisdiction by the local judge.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:30 AM | | *DATE MODIFIED:* | 1/18/2023 5:30 AM | |

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| 51. There would be a conflict of interest if you assisted in representing a client in a suit against your cousin.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:30 AM | | *DATE MODIFIED:* | 1/18/2023 5:31 AM | |

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| 52. Only attorneys need concern themselves with professional ethics.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:31 AM | | *DATE MODIFIED:* | 1/18/2023 5:31 AM | |

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| 53. Paralegals must be licensed in thirteen states.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:31 AM | | *DATE MODIFIED:* | 1/18/2023 5:32 AM | |

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| 54. Venue is determined in the same way as jurisdiction.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:32 AM | | *DATE MODIFIED:* | 1/18/2023 5:32 AM | |

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| 55. The Supreme Court has original jurisdiction over controversies between two states.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:32 AM | | *DATE MODIFIED:* | 1/18/2023 5:33 AM | |

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| 56. A court can have personal jurisdiction based on Internet contacts.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:33 AM | | *DATE MODIFIED:* | 1/23/2023 3:00 AM | |

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| 57. The jurisdictional amount for federal diversity cases is $25,000.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:33 AM | | *DATE MODIFIED:* | 1/18/2023 5:33 AM | |

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| 58. Federal question cases go directly to the Supreme Court.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:34 AM | | *DATE MODIFIED:* | 1/23/2023 3:01 AM | |

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| 59. Domicile is established for the purposes of appeal.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:34 AM | | *DATE MODIFIED:* | 1/23/2023 3:01 AM | |

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| 60. Trial courts decide questions of law and questions of fact.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:34 AM | | *DATE MODIFIED:* | 1/23/2023 3:02 AM | |

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| 61. The U.S. Court of Appeals for the Federal Circuit hears appeals from the U.S. Commissioner of Patents.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:35 AM | | *DATE MODIFIED:* | 1/23/2023 3:02 AM | |

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| 62. What is the role of the paralegal in the law firm?   |  |  | | --- | --- | | *ANSWER:* | Complete tasks assigned by attorneys: Gather and organize information; draft documents; research and investigate; assist at hearings and trials; file matters; inform clients on case status; generate income for the firm through billable hours; and benefit clients through lower rates and efficient work. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:35 AM | | *DATE MODIFIED:* | 1/23/2023 3:03 AM | |

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| 63. What is the role of the paralegal manager?   |  |  | | --- | --- | | *ANSWER:* | The paralegal manager administers paralegal hiring, training, and productivity. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:36 AM | | *DATE MODIFIED:* | 1/23/2023 3:03 AM | |

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| 64. Pricing for legal services to a corporation based on cost estimates and specific services is called what?   |  |  | | --- | --- | | *ANSWER:* | Value billing. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:36 AM | | *DATE MODIFIED:* | 1/23/2023 3:04 AM | |

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| 65. Define double billing.   |  |  | | --- | --- | | *ANSWER:* | It is charging each of several clients for the full amount of time spent on behalf of all of them. It is unfair and unethical. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:37 AM | | *DATE MODIFIED:* | 1/23/2023 3:04 AM | |

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| 66. Define professional ethics as applied to attorneys and discuss its significance to the paralegal.   |  |  | | --- | --- | | *ANSWER:* | Professional ethics are the rules of conduct and guidelines to behavior that govern the practice of law. The actions of the attorney as well as of those persons supervised by the attorney must conform to the standards of professional ethics. Failure to comply with the standards can result in damage to the reputation of the firm, the disbarment of the attorney, loss of employment for the paralegal, and possible prosecution of the paralegal under the state statute for the unauthorized practice of law.  It is essential for the paralegal to be familiar with the ethical standards imposed on attorneys, and at what points in the litigation process one or more of those standards become particularly important in order for the paralegal to work within those standards. The significance of professional ethics pervades everything paralegals do, for honesty, integrity, and fairness are at the core of their work. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:37 AM | | *DATE MODIFIED:* | 1/23/2023 3:05 AM | |

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| 67. List three sources of guidelines for ethical paralegal conduct.   |  |  | | --- | --- | | *ANSWER:* | The ABA Model Guidelines, NALA, NFPA, your state association. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:39 AM | | *DATE MODIFIED:* | 1/18/2023 5:40 AM | |

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| 68. List three recommended ways to screen for conflict of interest when personnel are hired from an opposing firm.   |  |  | | --- | --- | | *ANSWER:* | The new employee must be warned not to reveal confidential information, and not to work on matters known about in former employment; the firm must implement safeguards against the new employee working on matters worked on in former employment, and inform the adverse party that the employee was hired and of screening methods. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:40 AM | | *DATE MODIFIED:* | 1/18/2023 5:40 AM | |

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| 69. How can a paralegal continue professional development?   |  |  | | --- | --- | | *ANSWER:* | Keep informed of what is going on in your field, attend continuing education seminars, participate in paralegal associations, and subscribe to paralegal literature. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:41 AM | | *DATE MODIFIED:* | 1/18/2023 5:41 AM | |

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| 70. List the courts in your state system and their primary jurisdictions.   |  |  | | --- | --- | | *ANSWER:* | This answer requires your state’s information. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:41 AM | | *DATE MODIFIED:* | 1/18/2023 5:42 AM | |

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| 71. What is the domicile of a corporation? An insurance company?   |  |  | | --- | --- | | *ANSWER:* | Corporation: the state in which it is incorporated and its principal place of business; insurance company: the state in which it is incorporated and its principal place of business, plus the state of the insured person. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:42 AM | | *DATE MODIFIED:* | 1/18/2023 5:42 AM | |

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| 72. CAFA extends diversity jurisdiction in class actions when what two requirements are met?   |  |  | | --- | --- | | *ANSWER:* | 1. At least one plaintiff and one defendant are diverse. 2. Claims of all plaintiffs exceed $5 million. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:42 AM | | *DATE MODIFIED:* | 1/18/2023 5:43 AM | |

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| 73. Explain the differences between venue and subject matter jurisdiction.   |  |  | | --- | --- | | *ANSWER:* | Subject matter jurisdiction defines what subject, including amount in dispute, a court is authorized to hear; venue permits a court to hear a case because that is the geographical location in which the defendant lives or in which the cause of action arose. The difference is a matter of what versus where. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:43 AM | | *DATE MODIFIED:* | 1/18/2023 5:44 AM | |

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| 74. How is *forum non conveniens* used?   |  |  | | --- | --- | | *ANSWER:* | It is used to transfer a case to another court having requisite jurisdiction and venue if the original court is inconvenient to the defendant. | | *POINTS:* | 1 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 1/18/2023 5:44 AM | | *DATE MODIFIED:* | 1/18/2023 5:44 AM | |

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| 75. One of the following steps in the flow of a case is out of chronological order. Which is it?   |  |  |  | | --- | --- | --- | |  | a. | accident or event | |  | b. | informal investigation | |  | c. | motion for summary judgment | |  | d. | file complaint | |  | e. | file answer | |  | f. | discovery | |  | g. | trial | |  | h. | appeal |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 1/18/2023 5:44 AM | | *DATE MODIFIED:* | 1/18/2023 5:46 AM | |