

Chapter 1 The Paralegal Profession

1.1 Multiple-Choice Questions

1) What organization adopted the definition of a paralegal or legal assistant in 1997?

- A) National Federation of paralegal Associations (NFPA)
- B) National Association of Legal Assistants (NALA)
- C) Standing Committee on Paralegals
- D) All of the above.

Answer: B

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Basic

2) The following organization has no connection to paralegals and legal assistants:

- A) AAFPE.
- B) NALA.
- C) NFPA.
- D) NBA.

Answer: D

Page Ref: 4, 13

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Basic

3) Paralegals work in the following settings:

- A) Corporations.
- B) Government agencies.
- C) Law firms.
- D) All of the choices.

Answer: D

Page Ref: 11

Objective: Discuss the job opportunities for the paralegal.

Level: Basic

4) The designation "RP" may be used by those who have successfully taken the:

- A) PACE exam.
- B) CLA exam.
- C) ABA exam.
- D) AAFPE exam.

Answer: A

Page Ref: 18-21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Basic

5) To maintain the CLA designation, a paralegal must complete how many hours of continuing legal education every five years?

- A) 20
- B) 30
- C) 40
- D) 50

Answer: D

Page Ref: 18-21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Intermediate

6) Those who pass the NALA national certification exam are given the following title:

- A) LAC.
- B) CLA.
- C) RP.
- D) NALAP.

Answer: B

Page Ref: 18-21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Intermediate

7) Which of the following must a paralegal not do?

- A) Interview clients and witnesses
- B) Draft documents and pleadings
- C) Maintain a calendaring system
- D) Give legal advice where legal rights are affected

Answer: D

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Intermediate

8) Regulation of the practice of law is done at what level?

- A) National
- B) State
- C) County
- D) City

Answer: B

Page Ref: 21-31

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Basic

9) Which of the following soft skills would a potential employer desire in a paralegal?

- A) Communication
- B) Initiative
- C) Perseverance
- D) All of the skills listed

Answer: D

Page Ref: 6-7; 14

Objective: Explain the importance of personal skills in career success.

Level: Basic

10) Certificate, Associate Degree, Baccalaureate, and Graduate are types of:

- A) paralegal educational programs.
- B) attorney educational programs.
- C) continuing legal education programs.
- D) paralegal licensure programs.

Answer: A

Page Ref: 14-16

Objective: Describe the educational paths for entry into the paralegal profession.

Level: Basic

11) Which of the following statements is correct?

- A) No state in the United States has developed a paralegal regulation program.
- B) The ABA has a mandatory training program for paralegals.
- C) Paralegals can only seek employment with law firms and government agencies.
- D) A paralegal should avoid the unauthorized practice of law.

Answer: D

Page Ref: 21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Basic

12) What is *not* an example of an attribute that creates a positive impression?

- A) Resourceful
- B) Flexible
- C) Diplomatic
- D) Rigid

Answer: D

Page Ref: 9

Objective: Explain the importance of personal skills in career success.

Level: Intermediate

1.2 True/False Questions

1) The terms *paralegal* and *legal assistant* should not be used interchangeably as positions and skills required are very different.

Answer: FALSE

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Basic

2) A nurse who is seeking a new career may find that there is work to perform in a law office by reviewing medical records.

Answer: TRUE

Page Ref: 17

Objective: Describe the educational paths for entry into the paralegal profession.

Level: Intermediate

3) A paralegal may appear and represent a client's interest at Social Security Disability hearing.

Answer: TRUE

Page Ref: 30

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Intermediate

4) Paralegal can never appear and represent clients during hearings.

Answer: FALSE

Page Ref: 30

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Difficult

5) A student portfolio should be created during a capstone class.

Answer: FALSE

Page Ref: 31-32

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Difficult

6) The amount a paralegal charges for billable hours is the same amount as the hourly wage the paralegal receives.

Answer: FALSE

Page Ref: 12

Objective: Discuss the job opportunities for the paralegal.

Level: Difficult

7) A Legal Nurse consulting certificate does not require that the student have a background in medicine.

Answer: FALSE

Page Ref: 16

Objective: Describe the educational paths for entry into the paralegal profession.

Level: Intermediate

8) Most states require that a paralegal prove competency through state-based testing, similar to a bar exam.

Answer: FALSE

Page Ref: 21-23

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Intermediate

9) The growth outlook for legal services is projected to increase.

Answer: TRUE

Page Ref: 11

Objective: Discuss the job opportunities for the paralegal.

Level: Basic

10) Courts differentiate between secretarial fees and hourly fees associated with the work of a paralegal when calculating awards.

Answer: TRUE

Page Ref: 12

Objective: Discuss the job opportunities for the paralegal.

Level: Intermediate

1.3 Fill-in-the-Blank Questions

1) _____ formed the Standing Committee on Legal Assistants, later changed to the Standing committee on Paralegals.

Answer: The American Bar Association (ABA)

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Basic

2) The most recent trend in the legal profession is to use the word _____ to refer to those who are qualified by education, training, or work experience and who are employed in a law-related job wherein they perform specifically delegated substantive legal work.

Answer: Paralegal

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Basic

3) The largest professional legal organization in the United States is the _____.

Answer: ABA

Page Ref: 4

Objective: Describe the role of the paralegal in the delivery of legal services.

Level: Intermediate

4) To be ABA approved, paralegal programs must have at least _____ semester hours, including general education and legal specialty courses.

Answer: 60

Page Ref: 14

Objective: Describe the educational paths for entry into the paralegal profession.

Level: Intermediate

5) _____ occurs when anyone who is not licensed to practice law gives legal advice.

Answer: Unauthorized Practice of Law

Page Ref: 21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Intermediate

6) _____ recommends that the minimum required education for a paralegal is a bachelor's degree.

Answer: International Paralegal Management Association (IPMA)

Page Ref: 16

Objective: Describe the educational paths for entry into the paralegal profession.

Level: Intermediate

7) _____ communication is very important because it creates a first impression. Using slang or poor grammar may injure the firm's impression on the public.

Answer: Oral

Page Ref: 11

Objective: Explain the importance of personal skills in career success.

Level: Basic

1.4 Essay Questions

1) What are some of the soft skills that are necessary for a paralegal to be successful in a legal career?

Answer: Answers will vary but should stress the importance of careful listening, problem solving, and ethics.

Page Ref: 7

Objective: Explain the importance of personal skills in career success.

Level: Basic

2) Compare and contrast the various nationally recognized legal certifications.

Answer: Answers will vary but should focus on time and cost of education along with differences between the national legal certifications that are currently available.

Page Ref: 19-21

Objective: Describe the different approaches to the certification and regulation of the paralegal profession.

Level: Basic