

Name: \_\_\_\_\_ **Answer Key!!** \_\_\_\_\_ Date: Sept. 22-23, 2021 Score: 20 / 20

+ 2 = 22! 😊

**QUIZ 1: Paralegal roles & skills; Where paralegals work; Structure of the courts** (intro to)  
(M&M chs. 1, 2, 6) *via Blackboard*

**Instructions:** Choose the best answer to each question. Each response is worth 2 points.

- True** 1. [T/F] "Paralegal" and "legal assistant" are synonyms. (That is, they mean the same thing; they are interchangeable.)
- False** 2. [T/F] If you graduate from City Tech with a BS in Legal Assistant Studies, you are a "certified paralegal" in NY State.
- D** 3. Which of the following tasks may be performed by a paralegal? (A) assisting attorneys in preparing for trial (B) interviewing clients and witnesses (C) preparing initial drafts of legal documents **(D) all of the above** (choices A through C).
- C** 4. Which of the following tasks may not be performed by a paralegal? (A) assisting attorneys in preparing for trial (B) conducting legal research **(C) giving legal advice to clients** (D) all of the above (choices A through C).
- D** 5. Which of the following statements is/are true about paralegals? (A) They are not licensed to practice law. (B) They may not represent clients in most types of judicial proceedings. (C) They may not give legal advice. **(D) All of the above (choices A through C).**
- False** 6. [T/F] When a client asks a legal assistant for legal advice, the legal assistant may give the client a legal opinion on the matter, provided the paralegal's non-lawyer status is made VERY CLEAR to the client.
- B** 7. Courts with original jurisdiction consider only: (A) criminal cases **(B) cases being heard for the first time** (C) cases in which the parties are residents of the same state (D) lower courts' decisions, to decide whether they were correct.
- D** 8. Courts with appellate jurisdiction consider only: (A) criminal cases (B) cases being heard for the first time (C) cases in which the parties are residents of the same state **(D) lower courts' decisions, to decide whether they were correct.**
- False** 9. [T/F] In every state, the highest appellate court is called the Supreme Court. **Not in NY!! ☹**

**BONUS!** (up to 2 points—ONLY IF you answer ALL of questions 1-10!) Name the two major national paralegal organizations that offer paralegal certification. For each one, provide the full name and the initials/acronym by which it is commonly known. Up to one point for each organization! Get partial credit for any correct information you provide!

**National Association of Legal Assistants (NALA)** and **National Federation of Paralegal Associations (NFPA)**