

Name: KEY!Date: Dec. 7, 2021 in class! Score: 20 / 20**QUIZ 4: Legal Research & Writing, Ethics & Professional Responsibility!** (M&M chs. 4, 7, 9) +25**Instructions:** In the spaces at the left, write the CAPITAL letters of the best answers. 2 points each!

- B 1. The ___ provides information indicating where a case, statute, constitution, or other law may be found.
(A) case title (B) citation (C) opinion (D) jury
- D 2. Which of the following is/are involved in determining the professional rules that govern attorneys?
(A) bar associations (B) state legislatures (C) state courts (D) all of the above
- D 3. Which of the following acts is/are unethical?
(A) charging paralegal rates for clerical work (C) charging attorney rates for work a paralegal performed
(B) mixing firm money and client money in the same account (D) all of the above
- D 4. "Competence" in a paralegal includes which of the following?
(A) knowledge of the law (C) proper preparation for all professional interactions
(B) careful research to ensure being up-to-date (D) all of the above
- C 5. Paralegals Sergio and Sally are in Starbucks. They are discussing the case of Selena, their firm's client whose wife is divorcing her, and how Selena had an affair with her next-door neighbor, Sam. Sergio and Sally's conversation in Starbucks is an example of:
(A) unlawful practice of law (C) breach of duty of confidentiality
(B) breach of duty of competency (D) conflict of interest
- E 6. Which of the following is a potential consequence of an ethical violation?
(A) malpractice case against the attorney (D) attorney and paralegal losing their good reputation
(B) disbarment of the attorney (E) all of the above
(C) paralegal losing her/his job
- A 7. To avoid liability for unlawful practice of law, a paralegal who drafts an opinion letter at an attorney's request:
(A) should not sign his own name to the letter.
(B) may sign his own name, so long as he writes "paralegal" after it.
(C) may sign his own name, so long as the attorney gives him permission to do so.
(D) both B and C
- D 8. "Legal correspondence" includes: (A) confirmation letters (B) demand letters (C) memorandum of law (D) A&B
- D 9. Attorney Anna represents Client Carla. Anna asked Paralegal Pete to prepare a letter for Anna's signature, to Ricky Recipient, forcefully requesting Ricky to pay Carla an amount of money Ricky owed Carla under a contract they had entered. What type of letter did Pete draft? (A) informative (B) opinion (C) confirmation (D) demand

BONUS! (1 point each—ONLY IF you answer ALL of the questions above, in accordance with instructions!)

- D Paralegals often draft letters to: (A) clients (B) witnesses (C) opposing counsel (D) all of these
- B A thoroughly researched and objectively written summary of the facts, issues, and applicable law relating to a legal claim is called a(n): (A) court brief (B) legal memorandum (C) demand letter (D) affidavit