

Name: KEY

October 14, 2020

Score: 10 / 10**QUIZ 2: Career opportunities and workings of a law office!** (M&M chs. 2 & 3)+ 2 = 12Instructions: On the lines at the left, write the capital letters of the best answers. Each answer is worth two points.

- C 1. Paralegals' and attorneys' practice of keeping track of the time they spend on various tasks, like meetings or phone calls or research, and recording that time in hours or fractions of hours so the law office can bill clients accurately, is called: (A) a contingency fee (B) a retainer agreement (C) timekeeping (D) useless busywork.
- A 2. Attorneys employed by a law firm but who are not partners in it, thus they do not share in the firm's profits or losses, are called: (A) associate attorneys (or "associates") (B) managing attorneys (C) law clerks (D) support personnel.
- A 3. "Law clerks" at law firms generally are: (A) law students (B) accountants (C) secretaries (D) lawyers who got demoted.
- D 4. Pierre is a paralegal at a large law firm. He gets promoted, and in his new position, he coordinates and oversees all the firm's paralegals, including staffing, assignments, and professional development. Which of the following best describes Pete's new position? (A) office manager (B) managing partner (C) secretary (D) paralegal manager
- B 5. A document signed by a client and an attorney, stating that the client has hired the attorney to provide certain legal services and the client agrees to pay the attorney fees as stated in the document, is called a: (A) retainer (B) retainer agreement (C) hourly fee agreement (D) fixed fee agreement

**BONUS!** one point each—ONLY if you answer each of questions 1-5!!

- C An attorney sends a client a bill for legal services requesting payment of \$2,000, for four hours of work at \$500 per hour. This is an example of which type of fee arrangement? (A) contingency fee (B) fixed fee (C) hourly fee (D) ATM fee

False! True or false: If you graduate from City Tech's Law and Paralegal Studies program with a Bachelor's degree, you will be considered a certified paralegal in New York State.

You also need to pass the certification exam given by NALA or NFPA (and pay the fee).