

QUIZ 4: Legal Research & Analysis and Legal Writing (M&M chs. 7&9) ANSWER KEY!!
December 14, 2020 via Blackboard—online course

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

Books that contain the full texts of courts' decisions (cases) are called:

- (A) digests (B) **reporters** (C) annotations (D) statutes

The power of a particular court to hear a case brought before it is known as:

- a. res judicata
b. jurisdiction
c. exhaustion
d. prerogative

Secondary sources that help you research case law include:

- (A) digests (B) legal encyclopedias (C) annotations (**D) all of these**

The ____ provides information indicating where a case, statute, constitution, or other law may be found.

- a. case title
b. citation
c. opinion
d. parties

The citation of a published court decision (a "case citation") includes:

- (A) the name of the case
(B) the volume number of the reporter in which it is located
(C) the abbreviated name of the reporter in which it is located
(D) the year it was decided
(E) all of the above

When a paralegal receives a writing assignment, she/he must be sure to understand:

- (A) the deadline for the assignment (C) the intended reader of what the paralegal will write
(B) the appropriate type of writing (**D) all of these**

"Legal correspondence" includes:

- (A) confirmation letters (C) memorandum of law (legal memorandum)
(B) demand letters (**D) only A and B**

To avoid liability for unauthorized practice of law, a paralegal who drafts an opinion letter at the request of an attorney:

- a. **should not sign his own name to the letter.**
- b. may sign her own name, so long as she indicates her paralegal status.
- c. may sign his own name, so long as the attorney permits him to do so.
- d. None of these choices is correct.

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

BONUS—one point each, ONLY if you answer all of questions 1-10!

Which of the following types of documents do paralegals prepare?

- a. pleadings and discovery
- b. general legal correspondence
- c. internal legal memoranda
- d. **All of these choices are correct.**

Attorney Anna represents Client Carla. At Anna's request, Paralegal Pete prepared a letter for Anna's signature, to Ricky Recipient. The letter forcefully requested that Ricky pay Client Carla a certain amount of money that Ricky owed Carla, under a contract Ricky and Carla had entered. What type of letter did Paralegal Pete draft?

- a. informative
- b. opinion
- c. confirmation
- d. **demand**