

Name: KEY! Date: Nov. 15, 2022 in class! Score: _____ / 20**QUIZ #3: Workings of a Law Office; Ethics & Professional Responsibility; (some) Sources of Law!**
(M&M chs. 3, 4, 5)**Instructions:** In the spaces at the left, write the CAPITAL letters of the best answers. 2 points each!

- B 1. Time that paralegals and attorneys work on a particular client's case, for which the law firm may seek payment from the client, are known as ___ hours. (A) payable (B) billable (C) overtime (D) happy
- B 2. An attorney sends a client a bill for legal services requesting \$1,500 payment, for three hours of work at \$500 per hour. This is an example of a/n ___ fee arrangement. (A) fixed (B) hourly (C) contingency (D) none of these
- D 3. A ___ is a document signed by an attorney and a client, stating that the attorney or law firm has been hired by the client to provide legal services, and the client agrees to pay fees as set forth in the document. (A) fixed fee agreement (B) hourly fee agreement (C) retainer (D) retainer agreement
- E 4. The difference between a primary source of law and a secondary source of law is:
(A) primary sources are the law (C) secondary sources explain the law
(B) secondary sources are the law (D) primary sources explain the law (E) both (A) and (C)
- A 5. The first ten amendments to the U.S. Constitution are called the: (A) Bill of Rights
(B) Doctrine of Federal Preemption (C) Supremacy Clause (D) Santa Clause
- A 6. 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 indicates that he is a paralegal.
(C) may sign his own name, so long as the attorney permits him to do so.
(D) None of these choices are correct.
- D 7. "Competence" in a paralegal requires 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 these choices are correct.
- B 8. Lawyer LaTonya assigns a new client's case to Paralegal Prema. In reviewing the file, Prema realizes that the case requires LaTonya to sue her former client. What ethical issue is raised by this situation?
(A) competence (B) conflict of interest (C) confidentiality (D) unlawful practice of law
- E 9. 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

BONUS! (1 point each—ONLY IF you answer ALL of questions 1-9, according to the instructions!)

- D Lawyers in ___ have a duty to supervise paralegals and other nonlawyer assistants.
(A) private law firms (B) corporate legal departments (C) government agencies (D) all of the above
- B Statutes are laws passed by the legislature, whereas law made by judges/courts is known as:
(A) stare decesses (B) case law/common law (C) an appeal (D) administrative law