

NALA Practice Test Questions and Answers

1. What is the primary ethical obligation of a paralegal according to NALA guidelines?

- A) To maximize billable hours for the law firm
- B) To maintain client confidentiality and avoid unauthorized practice of law
- C) To represent clients in court proceedings
- D) To provide legal advice directly to clients

2. Under NALA standards, which activity is NOT permitted for a paralegal to perform?

- A) Conducting legal research and drafting legal documents
- B) Interviewing clients and witnesses under attorney supervision
- C) Representing clients in court hearings
- D) Organizing case files and maintaining legal calendars

3. What does "work product" privilege protect in the legal context?

- A) All communications between attorney and client
- B) Materials prepared by attorneys and paralegals in anticipation of litigation
- C) Public records filed with the court
- D) Financial records of the law firm

4. According to NALA guidelines, when can a paralegal sign legal documents?

- A) When the attorney is unavailable
- B) Only when specifically authorized by the supervising attorney
- C) Never, under any circumstances
- D) When the document is routine and non-controversial

Answers: 1-B 2-C 3-B 4-B

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