

Legal assistant

 Test duration: **45 minutes**

 Difficulty level: **Moderate**



1. What is a key duty of a legal assistant in a law firm?

- A) Represent clients in court
- B) Prepare legal documents and assist with case management
- C) Offer financial advice
- D) Manage tax returns

Correct answer: B) Prepare legal documents and assist with case management

2. What is typically found in a legal memorandum?

- A) Client list
- B) Analysis of legal issues
- C) Attorney's license copy
- D) Billing history

Correct answer: B) Analysis of legal issues

3. When filing court documents, what is crucial to check first?

- A) Proofread for errors
- B) Schedule a meeting
- C) Calculate fees
- D) Review filing guidelines

Correct answer: D) Review filing guidelines

4. Who is the party that initiates a lawsuit?

- A) Defendant
- B) Plaintiff
- C) Prosecutor
- D) Respondent

Correct answer: B) Plaintiff

5. What is the function of a power of attorney?

- A) Assign authority to act on someone's behalf
- B) Transfer property ownership
- C) File a lawsuit
- D) Record a deposition

Correct answer: A) Assign authority to act on someone's behalf

6. What's key when managing client files?

- A) Send court updates
- B) Keep documents organized and secure
- C) Negotiate contracts
- D) Prepare tax returns

Correct answer: B) Keep documents organized and secure

7. What is a Shepardize report used for?

- A) Draft arguments
- B) Verify legal precedents
- C) Prepare invoices
- D) Summarize depositions

Correct answer: B) Verify legal precedents

8. How should confidential information be handled?

- A) Share with any colleague
- B) Discuss in public
- C) Store securely with limited access
- D) Post in shared spaces

Correct answer: C) Store securely with limited access

9. What's essential when preparing for trial?

- A) Write a press release
- B) Organize evidence and exhibits
- C) Host client event
- D) Prepare financial report

Correct answer: B) Organize evidence and exhibits

10. What is critical when drafting a contract?

- A) Aesthetic layout
- B) Clear terms and conditions
- C) Font size
- D) Number of pages

Correct answer: B) Clear terms and conditions