

01	☐ A	☐ B	☐ C	☒ D	☐ E
02	☐ A	☐ B	☐ C	☐ D	☒ E
03	☐ A	☐ B	☐ C	☐ D	☒ E
04	☐ A	☐ B	☐ C	☐ D	☒ E
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28	☐ A	☐ B	☐ C	☐ D	☒ E
29	☐ A	☐ B	☐ C	☐ D	☒ E
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31	☐ A	☐ B	☐ C	☐ D	☒ E
32	☐ A	☐ B	☐ C	☒ D	☐ E
33	☐ A	☐ B	☐ C	☐ D	☒ E
34	☒ A	☐ B	☐ C	☐ D	☐ E
35	☐ A	☐ B	☐ C	☒ D	☐ E
36	☒ A	☐ B	☐ C	☐ D	☐ E
37	☐ A	☐ B	☐ C	☐ D	☒ E
38	☐ A	☒ B	☐ C	☐ D	☐ E
39	☐ A	☐ B	☐ C	☒ D	☐ E

PRACTICE QUESTIONS

National Association of Legal Assistants (NALA)

CPSE

Certified Paralegal Skills Exam

EDITION

Demo

QUESTIONS

9

FORMAT

Limited Edition PDF

Before you begin

What this is

9 practice questions for National Association of Legal Assistants (NALA) CPSE , each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, CPSE
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

QUESTION 1

MULTIPLE CHOICE

Under the Model Rules and Guidelines for the Utilization of Paralegal Services, which of the following are required of a paralegal? (Choose two.)

- ☒ **A** Disclose the paralegal's role and status to clients and opposing parties when participating in legal matters
- ☐ **B** Independently represent clients in court when supervised by an attorney
- ☒ **C** Maintain client confidentiality regarding all information learned in the course of representation
- ☐ **D** Set the contingency fee percentage to be charged in a litigation matter

ANSWER A - C

WHY The NALA Model Rules require disclosure of the paralegal's status to clients and third parties (Rule 4) and strict confidentiality (Rule 5). Paralegals may not represent clients independently (that violates Rule 6 and unauthorized practice of law) and they may not set fees, which is reserved to the attorney (Rule 7).

QUESTION 2

MULTIPLE CHOICE

A supervising attorney asks the paralegal to prepare a client interview outline. Which items should the outline contain? (Choose two.)

- ☒ **A** Open-ended questions designed to elicit factual narrative from the client
- ☐ **B** Privileged attorney work product questions the paralegal will answer on the attorney's behalf
- ☒ **C** A list of documents the client should bring to the next meeting
- ☐ **D** Drafted settlement language the client should sign at the end of the interview

ANSWER A - C

WHY An effective client interview outline uses open-ended questions and identifies documents/information the client needs to produce. Paralegals should not be answering attorney-client privileged matters on the attorney's behalf, nor presenting settlement documents for signature during an intake interview.

QUESTION 3

SINGLE CHOICE

Which primary source carries the greatest weight as binding authority in a Florida state court when there is no controlling statute?

- ☐ A A law review article from a Florida law school
- ☒ B A decision of the Florida District Court of Appeal covering the same issue
- ☐ C A Restatement of Law published by the American Law Institute
- ☐ D A Restatement (Second) of the Law treatise

ANSWER B

WHY Florida District Court of Appeal decisions are binding primary authority on lower Florida courts. Restatements, treatises, and law review articles are secondary sources and are persuasive only.

QUESTION 4

SINGLE CHOICE

Which citation is correctly formatted under The Bluebook: A Uniform System of Citation for a case decided by the U.S. Supreme Court?

- ☒ A **Brown v. Board of Education, 347 U.S. 483 (1954).**
- ☐ B Brown v. Board of Education, 347 US 483, 1954.
- ☐ C Brown v. Board of Education, 347 U.S. 483 (1954) (per curiam).
- ☐ D Brown v. Board of Education, 347 U.S. 483 (1954), available at <https://supreme.justia.com>.

ANSWER A

WHY The correct Bluebook form for a U.S. Supreme Court case is: case name (italicized in print, underlined in typewritten work), volume, reporter, first page (pinpoint if any), court, and year in parentheses, with a period after the parenthetical. Option B lacks proper reporter abbreviation and parenthetical year style, C adds a parenthetical that was not in the original holding format here, and D improperly appends a URL to a reported case citation.

QUESTION 5

SINGLE CHOICE

A paralegal is drafting a demand letter for an attorney. Which opening is most appropriate?

- ☐ A "This letter constitutes legal advice from your attorney regarding your claim."
- ☒ B "This office represents the above-referenced client. This letter is sent for the purpose of resolving the matter without further action."
- ☐ C "I am writing on behalf of myself as the client in this matter."
- ☐ D "Pursuant to your recent request, here is the information you demanded."

ANSWER B

WHY A demand letter is properly framed as a settlement-oriented communication from the attorney's office. Option A is misleading because correspondence drafted by a paralegal is not itself legal advice. Option C states the writer is the client. Option D is an inappropriate, acquiescent tone and factually inconsistent with a demand.

QUESTION 6

SINGLE CHOICE

Which fee arrangement is paid to the attorney only if the case is successfully resolved, with payment coming from the amount recovered for the client?

- ☐ A Hourly fee
- ☐ B Retainer fee
- ☒ C Contingency fee
- ☐ D Flat fee

ANSWER C

WHY A contingency fee is a percentage of the recovery obtained for the client and is owed only if there is a successful result. Hourly, retainer, and flat fees are billed or paid regardless of outcome.

QUESTION 7

SINGLE CHOICE

A client asks what "voir dire" means. The paralegal most accurately responds that it is:

- ☐ A The judge's preliminary instructions to the jury at the start of trial
- ☐ B The process of swearing in a witness to testify
- ☒ C The pretrial jury selection process of questioning prospective jurors
- ☐ D The attorney's opening statement to the jury

ANSWER C

WHY Voir dire is the jury selection process in which the court and counsel question prospective jurors to determine fitness to serve. Option A describes preliminary jury instructions. Option B describes the oath administered to witnesses. Option D describes opening statements.

QUESTION 8

SINGLE CHOICE

A law firm organizes a case file using a numbering system in which each major document category (pleadings, correspondence, discovery, research) is assigned its own folder. This system is called:

- ☐ A Chronological filing
- ☒ B Subject-matter filing
- ☐ C Alphabetical filing
- ☐ D Geographic filing

ANSWER B

WHY Subject-matter (also called categorical or topical) filing groups documents by category such as pleadings, discovery, or correspondence. Chronological filing orders by date. Alphabetical filing orders by name. Geographic filing orders by location.

QUESTION 9

SINGLE CHOICE

Which action by a paralegal would most likely constitute the unauthorized practice of law?

- ☐ A Drafting a will for a client to sign using forms prepared by the supervising attorney
- ☒ B Giving a client legal advice about which contract clause is most favorable
- ☐ C Conducting an investigation under the attorney's supervision
- ☐ D Calendaring deadlines set by the attorney

ANSWER B

WHY Giving a client legal advice is the practice of law and is reserved to licensed attorneys. Drafting from attorney-prepared forms under supervision, investigating, and calendaring are legitimate paralegal functions under supervision.