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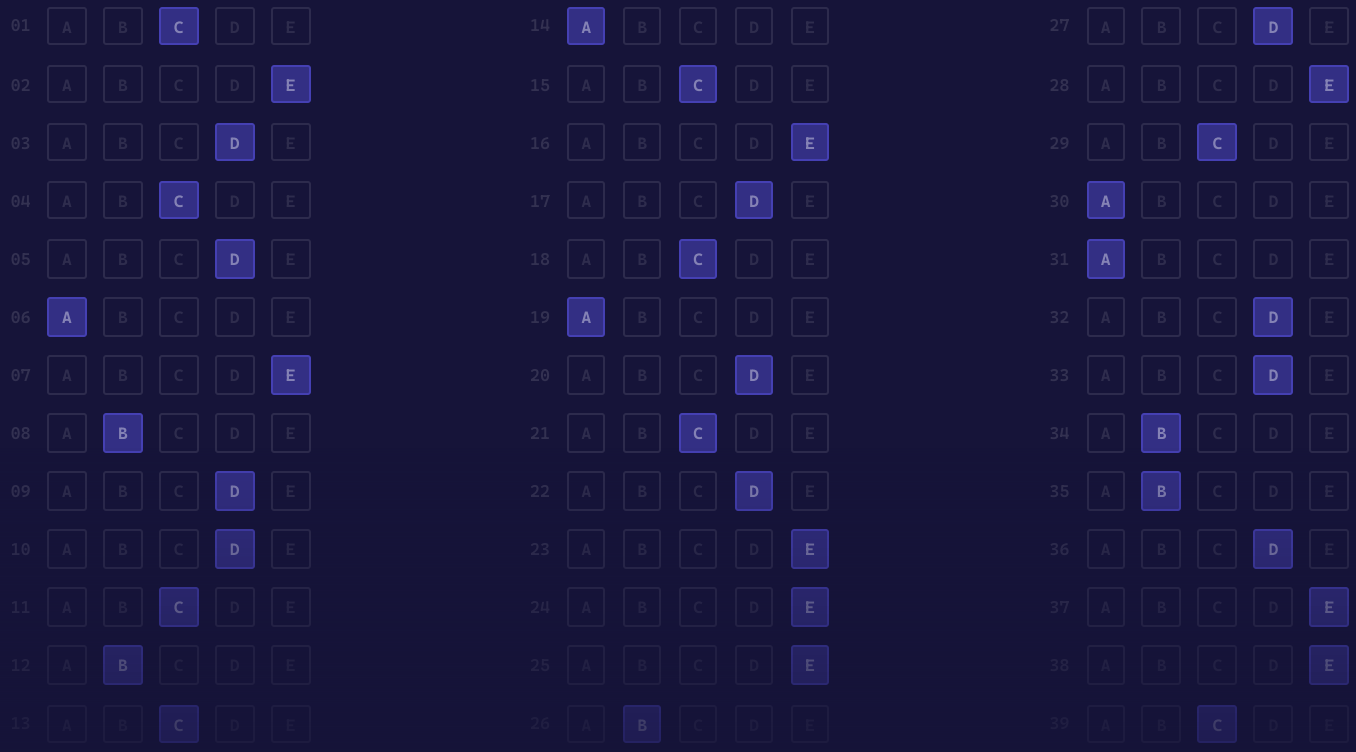

PRACTICE QUESTIONS

National Federation of Paralegal Associations (NFPA)

PACE

Paralegal Advanced Competency Exam

EDITION	QUESTIONS	FORMAT
Demo	9	Limited Edition PDF

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Before you begin

What this is

9 practice questions for National Federation of Paralegal Associations (NFPA) `PACE`, 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, `PACE`
- the question number
- the email address on your order

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QUESTION 1 SINGLE CHOICE

A paralegal is conducting factual research for an attorney preparing a brief. Which primary source would provide the most authoritative information for citation in a legal memorandum?

A A legal encyclopedia article summarizing the law

B A law review article discussing a recent case

C A reported judicial opinion from the relevant jurisdiction

D A treatise written by a recognized legal scholar

ANSWER C

WHY Primary sources such as reported judicial opinions carry the most authoritative weight in legal research and are preferred for citation in legal memoranda. Secondary sources like encyclopedias, treatises, and law review articles are useful for background but are not binding authority.

QUESTION 2 SINGLE CHOICE

Under the rules governing paralegal conduct, which activity is generally considered an unauthorized practice of law?

A Drafting legal documents from templates prepared by the supervising attorney

B Setting fees to be charged to clients

C Conducting interviews with witnesses under attorney direction

D Organizing and maintaining the attorney's case files

ANSWER B

WHY Setting legal fees is the practice of law and must be performed by the attorney. Paralegals may assist with drafting, interviewing, and file management under supervision, but they may not establish fees, give legal advice, or represent clients.

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QUESTION 3 SINGLE CHOICE

When drafting a client letter that explains complex litigation strategy, which approach best reflects the paralegal's ethical and professional communication duties?

A Use extensive legal terminology to demonstrate expertise

B Communicate only in person to avoid creating written records

C **Provide clear, plain-language explanations and confirm the supervising attorney's approval before sending**

D Include the paralegal's personal opinions on the merits of the case

ANSWER C

WHY Paralegal communication should be clear and understandable to the client while remaining within the scope of authorized tasks. Client correspondence typically must be reviewed and approved by the supervising attorney, and personal opinions on case merits are inappropriate.

QUESTION 4 SINGLE CHOICE

In preparing pleadings for filing with the court, which task is most appropriately the responsibility of the paralegal?

A Determining the legal theory to be asserted

B **Assembling exhibits and formatting the final document according to court rules**

C Negotiating the settlement terms with opposing counsel

D Deciding whether to file a motion

ANSWER B

WHY Paralegals commonly prepare, format, and assemble court documents under attorney supervision. Strategic decisions such as choosing legal theories, negotiating settlements, and deciding whether to file motions must be made by the attorney.

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QUESTION 5 SINGLE CHOICE

A paralegal learns confidential information about a client from the supervising attorney. Which obligation applies?

A Discuss the matter with friends to seek advice on handling it

B Share the information with the attorney's other clients who may face similar issues

C Maintain confidentiality and disclose the information only as necessary to perform assigned work

D Post general details on social media without identifying the client

ANSWER C

WHY Paralegals are bound by duties of confidentiality. Information learned through employment must be protected and disclosed only as required to perform authorized work for the supervising attorney.

QUESTION 6 SINGLE CHOICE

Which citation format is the standard for case law in most U.S. federal courts?

A APA Style

B The Bluebook: A Uniform System of Citation

C MLA Handbook

D Chicago Manual of Style

ANSWER B

WHY The Bluebook is the predominant citation manual used in U.S. federal and state courts. APA, MLA, and Chicago formats are used in academic and publishing contexts, not generally in court filings.

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QUESTION 7 SINGLE CHOICE

In the context of contract law, which element is generally required for the formation of a valid contract?

A A writing signed by both parties

B Notarization of the document

C Offer, acceptance, and consideration

D Court approval of the terms

ANSWER C

WHY The classic elements of a valid contract are offer, acceptance, and consideration, supported by mutual assent and legal capacity. While certain contracts must be in writing under the Statute of Frauds, most contracts do not require notarization or court approval.

QUESTION 8 SINGLE CHOICE

A paralegal is organizing an extensive case file with hundreds of pleadings, exhibits, and correspondence. Which organizational method best supports efficient retrieval and litigation support?

A Stacking all papers chronologically in a single folder

B Creating a standardized index with categorized sections and consistent naming conventions

C Allowing each attorney on the team to maintain separate, unorganized files

D Relying solely on memory to locate documents when needed

ANSWER B

WHY A well-structured index with categorized sections and consistent naming conventions allows efficient document retrieval and supports litigation management. Chronological stacking, fragmented personal files, and memory-based systems impede effective practice.

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QUESTION 9 MULTIPLE CHOICE

A paralegal has been employed at a law firm for three years and has developed substantial expertise in estate planning. A prospective client asks the paralegal to 'handle' the drafting of a simple will and promises to pay the paralegal directly for the work. Which ethical and professional considerations apply? (Choose two.)

A **Accepting the engagement would constitute the unauthorized practice of law in most jurisdictions**

B The paralegal may ethically accept the work as long as the supervising attorney reviews the final document

C **Accepting payment directly from a client for legal services typically violates rules against fee-sharing and the unauthorized practice of law**

D The paralegal is fully licensed to draft wills after three years of substantive experience

ANSWER **A · C**

WHY Drafting a will for a client—particularly for direct payment without attorney involvement—is the practice of law in most U.S. jurisdictions. A paralegal's experience does not confer a license to practice, and having a supervising attorney conduct only a final review does not cure the unauthorized practice issue. Direct payment by a client to a non-lawyer for legal services typically violates fee-splitting rules and unauthorized practice statutes. Options B and D are incorrect because attorney final review does not legitimize an independent engagement, and there is no experience-based licensure for paralegals.

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