

Office Procedures and Legal Knowledge

Questions & Answers taken from <http://www.nalsoforg.com>

1. Three types of filing systems are alphabetic, numeric and _____
 - a. labeled
 - b. sorted
 - c. alpha-numeric
 - d. none of the above

2. All lawyers and staff should refer to the docket control system _____
 - a. each Monday
 - b. each Friday
 - c. only when mail arrives
 - d. daily

3. Written opinions of the court are known as
 - a. common law
 - b. case law
 - c. judge's law
 - d. none of the above

4. A check drawn by a bank on its own funds is called a _____
 - a. bank draft
 - b. cashier's check
 - c. money order
 - d. certified check

5. The first double-entry record of a transaction is usually made in a _____
 - a. ledger
 - b. balance sheet
 - c. journal
 - d. chart of accounts

6. _____ should be the hallmark of all legal support staff.
 - a. Minimal degree of competency
 - b. Knowledge of the Code of Ethics
 - c. Exemplary conduct
 - d. No restriction in performance of duties

7. Citations should be cited in the following order:
- most helpful or authoritative, constitutions, cases, legislative materials
 - cases, legislative materials, secondary materials
 - legislative materials, cases, constitutions
 - none of the above
8. A statute is _____
- a law enacted by a legislative body and approved by the chief executive
 - enacted by Congress at the state level
 - enacted by the legislature at the federal level
 - codification of indexes and relevant laws
9. Private law includes _____.
- contract law, tort law, and corporate law
 - criminal law, property law, and family law
 - family law, consumer protection, and arms control
 - none of the above
10. A _____ space paragraph indentation is usually used on legal documents.
- seven
 - ten
 - three
 - none of the above

ANSWERS:

- c** - alpha-numeric
- d** - daily
- b** - case law
- b** - cashier's check
- c** - journal
- c** - exemplary conduct
- a** - most helpful or authoritative, constitutions, cases, legislative materials
- a** - a law enacted by a legislative body and approved by the chief executive
- a** - contract law, tort law, and corporate law
- d** - none of the above