

# CALIFORNIA CERTIFIED LEGAL SECRETARY

## SAMPLE TEST QUESTIONS - 2005-2006

*THROUGHOUT THESE SAMPLE QUESTIONS ARTIFICIAL SCANTRON BUBBLES ( 0 0 0 0 ) HAVE BEEN PROVIDED TO MARK YOUR ANSWERS. THESE REPRESENT (a, b,c, d,) RESPECTIVELY. IN TRUE OR FALSE QUESTIONS OR ONLY TWO POSSIBLE CHOICES, USE THE FIRST TWO 0 0 (a,b).*

**Ability to Communicate Effectively (ACE)**

**Directions: Locate the misspelled word and fill in the appropriate bubble.**

- |         |    |           |          |         |           |
|---------|----|-----------|----------|---------|-----------|
| 0 0 0 0 | 1. | adherance | annul    | adieu   | appraiser |
| 0 0 0 0 | 2. | bologna   | buoillon | breathe | broach    |
| 0 0 0 0 | 3. | casual    | causal   | sensor  | senser    |

**Directions: Read the following sentence and select True or False.**

- |         |    |  |
|---------|----|--|
| 0 0 0 0 | 4. | In email, if you are writing as an individual on your own behalf, you can be as casual and as sloppy as you wish. But when you write e-mail messages on behalf of the organization you work for, you must observe all the standards that apply to other forms of business communications.<br>a. True<br>b. False |
| 0 0 0 0 | 5. | Netiquette is the name given to a code of behavior for people who send and receive email messages.<br>a. True<br>b. False  |
| 0 0 0 0 | 6. | In a Modified Block Style - Standard Letter Format, the body of the letter is justified on the left side.<br>a. True<br>b. False   |

**Directions: Choose the correct sentence structure.**

- |         |    |  |
|---------|----|--|
| 0 0 0 0 | 7. | a. Your new training program was stimulating and a challenge.<br>b. Your new training program was stimulating and challenging.                                 |
| 0 0 0 0 | 8. | a. This scanner is easy to operate, efficient, and relatively inexpensive.<br>b. This scanner is easy to operate, efficient, and it is relatively inexpensive. |

## California Legal Procedure

**Directions: Read each question carefully and select the correct answer.**

- 0 0 0 0      9.      A corporation must have a minimum of two directors when there are two shareholders. If there are more than two shareholders, the corporation must have a minimum of how many directors?
- a.      One
  - b.      Two
  - c.      Three
  - d.      Four
- 0 0 0 0      10.     In motions for summary judgment, notice of the motion and supporting papers shall be served on all other parties to the action at least \_\_\_\_ days before the time appointed for hearing.
- a.      35 days
  - b.      65 days
  - c.      75 days
  - d.      85 days
- 0 0 0 0      11.     In discovery, a propounding party, upon receipt of a response to interrogatories, may compel further response when:
- a.      An answer to a particular interrogatory is evasive or incomplete.
  - b.      An objection to an interrogatory is with merit.
  - c.      The response is timely received.
  - d.      The party's failure to serve a timely response was the result of mistake, inadvertence, or excusable neglect.

**Directions: Read each question carefully and select the incorrect answer.**

- 0 0 0 0      12.     For the purpose of constituting an adverse possession by a person claiming title, not founded upon a written instrument, judgment or decree, land is deemed to have been possessed and occupied in the following cases only:
- a.      Where it has been protected by a substantial inclosure.
  - b.      Where it has been usually cultivated or improved.
  - c.      Where the land has been occupied and claimed for the period of three years continuously and all taxes have been paid.
  - d.      Where the land has been occupied and claimed for the period of five or more years continuously and all taxes have been paid.

### Legal Computations

**Directions: Read each question carefully and select the MOST correct answer.**

- 0 0 0 0      13.    A civil judgment was entered on January 15, 2004, in the amount of \$5,700.00. The judgment was entered exactly a year ago. There are post-judgment costs in the amount of \$300.00, interest applies at 10%, and there are no credits or payments. Please compute the **total** Writ of Execution amount.
- a. \$6,570.00
  - b. \$6,577.00
  - c. \$6,064.00
  - d. \$6,000.00
- 0 0 0 0      14.    A Three-Day Notice to Pay Rent or Quit was prepared and served on February 5, 2005. The amount of rent due as of the notice is \$1,000.00 (rent for January and February). No rent is received by the required date. An unlawful detainer action is commenced and defendants are served. The defendants do not respond and default is taken. The tenants return keys and move out two days' prior to Sheriff eviction on February 20, 2005. You are instructed to prepare a money judgment for back rent (\$1,000.00) and costs (\$278.00). What is the **total** amount of daily damages only.
- a. \$333.30
  - b. \$166.60
  - c. \$ 33.30
  - d. \$ 16.66
- 0 0 0 0      15.    What is the "expanded" accounting equation?
- a.       $A = C + OE$
  - b.       $A = L + O + R - E$
  - c.       $C = A + L + O + R$
  - d.       $A = C + L + O + R - E$

### Legal Terminology

**Directions: Read each question carefully and select the answer you believe to be correct.**

- 0 0 0 0      16.    In the same place, at the same time, in the same manner. Often used in order to avoid repetition of source data is the definition of what term?
- a.    id.
  - b.    ibid.
  - c.    et seq.
  - d.    supra.
- 0 0 0 0      17.    The correct code abbreviation for Code of Civil Procedure is:
- a.    C.C.P.
  - b.    Code of Civ. Proc.
  - c.    Code Civ. Proc.
  - d.    Code of C.P.
- 0 0 0 0      18.,    The most widely used unofficial reporters for Court of Appeal is:
- a.    California Appeal Reports
  - b.    Pacific Reporter
  - c.    California Appellate Reports
  - d.    California Reporter
- 0 0 0 0      19.    All the following courts are Appellate Courts, except:
- a.    Supreme Court of California
  - b.    Court of Appeal, Fourth Appellate District, Division One
  - c.    Juvenile Court of San Mateo County
  - d.    California Supreme Court
- 0 0 0 0      20.    The meaning of “caveat emptor” is:
- a.    to be exempt from
  - b.    let the buyer be aware
  - c.    to be informed of
  - d.    as is

## Law Office Administration

**Directions: Read each question carefully and select the most appropriate answer.**

0 0 0 0      21.    Following rules of alphabetic filing, which name comes first alphabetically:  
a.      Philip K. Ng  
b.      Ng Kwong Cheung  
c.      Kwong Kow Ng  
d.      Kow Ng Kwong

0 0 0 0      22.    The following are all types of notarial services performed by a notary public, except:  
a.      signature by mark  
b.      subscribing witness  
c.      jurat  
d.      notarization of a Will

**Directions: Read the following sentence and select True or False.**

0 0 0 0      23.    Effective January 1, 2005, in order to be appointed as a notary public, applicants must satisfactorily complete a six-hour course regarding the essential functions and duties of a notary public, and must provide satisfactory proof of completion of the required course prior to the approval of his/her appointment as a notary public.  
a.      True  
b.      False

0 0 0 0      24.    In California, a contract may be executed, a check drawn, a deed acknowledged, or any other act of a secular nature performed on a Saturday, Sunday, or holiday, with the same force and effect as on any other day.  
a.      True  
b.      False

0 0 0 0      25.    A verification is a sworn statement as to the truth of the matters alleged in a pleading and not necessary except where expressly required by statute.  
a.      True  
b.      False

## Reasoning & Ethics

**Directions: Read each statement carefully and select the appropriate answer.**

- 0 0 0 0      26.    All of the following statements are correct, except:
- a.      All matters coming to the knowledge of a law office employee by virtue of his/her employment are confidential.
  - b.      The law office employee should not discuss names of clients.
  - c.      Every effort should be made to prevent waiting clients from overhearing office business.
  - d.      The law office employee should give legal advise only if instructed by an attorney to do so.
- 0 0 0 0      27.    All of the following statements are correct, except:
- a.      When your clients ask you for money or other properties that you are holding for them, you must deliver them promptly.
  - b.      For at least four years after you disburse funds, you have to keep complete records of all client money, securities or other properties that are entrusted to you.
  - c.      When the State Bar asks you how much money you are holding for the client or what you have done with it while you have had it, you must tell the State Bar.
  - d.      When clients ask you how much money your are holding for them or what you have done with the money while you have had it, you must tell them.

**Directions: Read the following sentence and select True or False.**

- 0 0 0 0      28.    Keeping track of exactly what's happening with a client's money is your personal, non-delegable ethical responsibility.
- a.      True
  - b.      False

## ANSWERS TO CCLS SAMPLE QUESTIONS

### Ability to Communicate Effectively:

1. a
2. b
3. d
4. True - Gregg Reference Manual - Chp. 13, p. 427.
5. True - Gregg Reference Manual - Chp. 13, p. 429
6. True - Gregg Reference Manual - Chp. 13, p. 366
7. b Gregg Reference Manual
8. a Gregg Reference Manual

### California Legal Procedure:

9. c Legal Professional's Handbook, Corporations 2002.1; Corp.Code §212 subd(a)
10. c Code of Civ. Proc. §437c
11. a Code of Civ. Proc. §2030(l)
12. c Code of Civ. Proc. §325

### Legal Computations:

13. b \$6,577.00 [Principal:\$5,700.00 +Costs \$300.00 + Interest (1 yr at 10%) \$570.00 plus Writ fee \$7.00.
14. b \$ 166.60 The Three-Day notice expires on 2/8/05. From 2/8/05 to 2/18/05 = 10 days. Daily rent amount is \$16.66 ( $\$500.00 \div 30$ ) x 10 days=\$166.66.
15. b. ALORE Assets = Liabilities + Owner's Equity + Revenue - Expenses.  
Schaums's Outlines, Bookkeeping & Accounting, 3<sup>rd</sup> Edition.



Legal Terminology:

- 16. b California Style Manual/LOPM Glossary
- 17. c California Style Manual
- 18. c California Style Manual
- 19. c California Style Manual
- 20. b California Style Manual/LOPM Glossary

Law Office Administration:

- 21. d Gregg Reference Manual, Rules of Alphabetic Filing, p. 620
- 22. d Legal Professional's Handbook, Chp. 23, 2300
- 23. a Legal Professional's Handbook, Chp. 23, 2300
- 24. a Legal Professional's Handbook, Chp. 23, 2303
- 25. a Legal Professional's Handbook, Chp 23, 2309

Reasoning & Ethics:

- 26. d Legal Professional's Handbook, Chp 23, 2314
- 27. b California Rules of Professional Conduct, Rule 4-100
- 28. a Handbook on Client Trust Accounting for California Attorneys, 2003