NATIONAL ASSOCIATION FOR LEGAL SUPPORT PROFESSIONALS (NALS) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. What may happen if a party fails to obey a motion to compel?

A. Sanctions, including penalties or contempt of court

B. A warning without effect

C. A fine payable to the court clerk only

D. A stay of proceedings

2. What are interrogatories?

A. A written question formally put to one party in a case by another party that must be answered under oath

B. An oral examination of a witness during trial

C. A request to adjourn a hearing

D. A court order to pay damages

3. Which statement describes a certificate of mailing?

A. The certificate of mailing is a certificate issued by a post office on special request and for a small fee attesting the nature, destination, and date of mailing of a particular piece of mail.

B. It certifies delivery to the recipient.

C. It confirms receipt of payment.

D. It indicates the weight and postage.

4. What does a balance sheet summarize?

A. A Company's Assets, Liabilities And Shareholders' Equity At A Specific Point In Time

B. The Company's Revenue And Expenses Over A Period

C. The Cash Flow Statement

D. The Market Value Of Assets

5. RAM stands for which of the following?

A. Read Only Memory

B. Random Access Memory

C. Rapid Access Memory

D. Region Access Memory

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6. Which statement describes the relationship between journal and ledger?

A. The Journal Records Transactions Chronologically; The Ledger Is The Book Of Accounts Where Journal Entries Are Posted

B. The Ledger Records Transactions Chronologically; The Journal Posts To Accounts

C. The Journal And Ledger Are Identical Documents

D. The Ledger Is The Budgeting Tool While The Journal Tracks Accounts Payable

7. The term 'In Rem' describes jurisdiction over what?

A. Property (The Thing) Or A Status Against A Person

B. The Person

C. The Contract

D. The Crime

8. Define summary judgment.

A. A motion made for SJ is a motion for judgment without going through an entire trial

B. A ruling after a full trial

C. A type of default judgment

D. An automatic judgment after a missed hearing

9. A government survey is best described as?

A. A survey made by a governmental entity of tracts of land including townships, sections and quarter sections of land.

B. A private survey of a single parcel.

C. A survey focused on environmental features.

D. A survey conducted by a non-profit organization.

10. Which encyclopedia is described as containing more than 4,000 entries detailing terms, concepts, events, movements, cases, and individuals significant to United States law?

A. West's Encyclopedia of American Law, Edition 2.

B. Black's Law Dictionary.

C. Oxford Dictionary of Law.

D. Encyclopedia of Legal Terms.

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Answers

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1. A
2. A
3. A
4. A
5. B
6. A
7. A
8. A
9. A
10. A

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Explanations

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1. What may happen if a party fails to obey a motion to compel?

A. Sanctions, including penalties or contempt of court

B. A warning without effect

C. A fine payable to the court clerk only

D. A stay of proceedings

When a party fails to obey a motion to compel, the court can impose sanctions to enforce compliance. The most appropriate and common consequence is sanctions, which can include penalties and, in cases of willful disobedience, contempt of court. This mechanism ensures the discovery process proceeds and the noncompliant party bears the repercussions for delaying or denying the other side's right to obtain information. A simple warning is not enough to enforce the order, so it isn't the remedy used here. A fine payable only to the court clerk misstates how sanctions are typically structured, which often involve payment of fees or penalties imposed by the court to the party or the court as ordered. A stay of proceedings is not the usual consequence of ignoring a discovery order; stays are typically related to other procedural or substantive issues rather than directly enforcing the compelled production.

2. What are interrogatories?

A. A written question formally put to one party in a case by another party that must be answered under oath

B. An oral examination of a witness during trial

C. A request to adjourn a hearing

D. A court order to pay damages

Interrogatories are written questions served by one party to the other in a civil case as part of discovery, and they must be answered in writing under oath. This formal, sworn set of questions is used to obtain factual information, dates, sources, and details from the opposing party without needing an in-person examination. This is different from an oral examination of a witness during discovery or trial, which is a deposition where questions are asked and answered orally under oath. It is not a request to adjourn a hearing, which would be a motion to continue. And it is not a court order to pay damages, which is a judgment or other sanction, not a discovery tool. So, the essence is: written, sworn questions exchanged between parties to uncover factual information before trial.

3. Which statement describes a certificate of mailing?

A. The certificate of mailing is a certificate issued by a post office on special request and for a small fee attesting the nature, destination, and date of mailing of a particular piece of mail.

B. It certifies delivery to the recipient.

C. It confirms receipt of payment.

D. It indicates the weight and postage.

A certificate of mailing is a document the post office provides to prove that a specific piece of mail was mailed on a certain date, from a particular office, and for a given destination. It is obtained on request and for a small fee, and it records the basic details of the mailing itself, not whether the mail was delivered or who received it. This makes it useful for showing that you sent something by a certain date in, for example, deadline calculations. It does not certify delivery to the recipient, nor does it confirm payment or indicate the weight or postage beyond what was necessary to mail the item. So the statement that describes a certificate of mailing as issued by the post office on request for a small fee and attesting the nature, destination, and date of mailing of a piece of mail is the best description.

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4. What does a balance sheet summarize?

A. A Company's Assets, Liabilities And Shareholders' Equity At A Specific Point In Time

B. The Company's Revenue And Expenses Over A Period

C. The Cash Flow Statement

D. The Market Value Of Assets

The balance sheet is a snapshot of a company's financial position at a specific date, listing what it owns (assets), what it owes (liabilities), and the owners' claim (shareholders' equity). It centers on the equation: assets = liabilities plus shareholders' equity, showing how resources are funded. This distinguishes it from the income statement, which covers revenues and expenses over a period, and from the cash flow statement, which shows cash movements. The figures on a balance sheet reflect book values, not necessarily current market values of assets.

5. RAM stands for which of the following?

A. Read Only Memory

B. Random Access Memory

C. Rapid Access Memory

D. Region Access Memory

Understanding what RAM stands for and how it behaves in a computer. RAM stands for Random Access Memory. It is a type of memory you can read from or write to, and you can jump directly to any location in the memory without having to go through preceding addresses. That direct-access capability—random access—is what makes RAM suitable for quickly loading and running programs and data the processor needs right now. RAM is volatile, so its contents disappear when power is removed, which is why long-term storage uses non-volatile devices. The other terms describe Read Only Memory, which is non-volatile and typically not writable during normal operation; Rapid Access Memory and Region Access Memory aren't standard terms and don't convey how memory works. In practice, when a computer runs programs, they reside in RAM for fast CPU access.

6. Which statement describes the relationship between journal and ledger?

A. The Journal Records Transactions Chronologically; The Ledger Is The Book Of Accounts Where Journal Entries Are Posted

B. The Ledger Records Transactions Chronologically; The Journal Posts To Accounts

C. The Journal And Ledger Are Identical Documents

D. The Ledger Is The Budgeting Tool While The Journal Tracks Accounts Payable

In double-entry bookkeeping, the journal is the initial record where every transaction is captured in the order it occurs, including dates, accounts involved, and the debits and credits. The ledger then organizes those amounts by account, posting the journal entries to each respective account to show running balances. This flow—journal first and then ledger postings—lets you trace the sequence of events while also having a structured summary of each account's balance. From the ledger, you can prepare a trial balance and financial statements. So the best description is that the journal records transactions chronologically, and the ledger is the book of accounts where journal entries are posted. The other descriptions misstate the roles: the ledger is not a chronological record of transactions, it's organized by account; the two are not identical documents; and a ledger is not a budgeting tool.

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7. The term 'In Rem' describes jurisdiction over what?

A. Property (The Thing) Or A Status Against A Person

B. The Person

C. The Contract

D. The Crime

In rem jurisdiction centers on the thing itself—the property located within the court's territory—and the rights in that property. The court's authority is tied to the property, and its decision determines who holds title or what rights exist in that property, and those rulings bind all interested parties regardless of their personal connections to the case. This is different from cases that focus on the person (in personam), on contracts, or on crimes. For example, a dispute over who owns a piece of real estate is an in rem matter because the court's power and the binding result concern the property itself. The option that describes this focus—property or the status of rights connected to a person regarding the property—best captures the essence of in rem.

8. Define summary judgment.

A. A motion made for SJ is a motion for judgment without going through an entire trial

B. A ruling after a full trial

C. A type of default judgment

D. An automatic judgment after a missed hearing

Summary judgment is a pre-trial ruling where the court decides that one party is entitled to judgment as a matter of law because there are no genuine issues of material fact to be resolved at trial. This means the judge can grant judgment without holding a full trial if the evidence shows that, even viewing all facts in the light most favorable to the nonmoving party, there is no real dispute about essential facts and the law supports a win. A party asks for this by filing a motion for summary judgment, usually supported with evidence like affidavits, depositions, and documentary exhibits. The opposing side must show there is a genuine issue of material fact that would require a trial to resolve. If the court finds there are no such issues, it grants the motion; otherwise, the motion is denied and the case proceeds to trial. This concept contrasts with a ruling after a full trial (which comes from a trial's verdict or post-trial judgment), a default judgment (which results from a party failing to respond or appear), and an automatic judgment after a missed hearing (which does not reflect the merits of the case).

9. A government survey is best described as?

A. A survey made by a governmental entity of tracts of land including townships, sections and quarter sections of land.

B. A private survey of a single parcel.

C. A survey focused on environmental features.

D. A survey conducted by a non-profit organization.

Think of this as the Public Land Survey System, a government-created framework for describing land. It lays out land in a grid of townships, each six miles on a side, divided into 36 sections of one square mile (640 acres). Those sections can be subdivided into quarter sections (160 acres) and smaller parcels. This standardized method lets deeds, patents, and maps describe exactly where a parcel sits relative to the grid over large areas. It's distinct from private surveys of a single parcel, environmental feature surveys, or surveys conducted by non-profit organizations. So the government survey is a government-initiated land description system using townships, sections, and quarter sections.

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10. Which encyclopedia is described as containing more than 4,000 entries detailing terms, concepts, events, movements, cases, and individuals significant to United States law?

A. West's Encyclopedia of American Law, Edition 2.

B. Black's Law Dictionary.

C. Oxford Dictionary of Law.

D. Encyclopedia of Legal Terms.

The description points to a comprehensive American-law encyclopedia, designed to cover a wide range of topics—terms, concepts, events, movements, cases, and notable individuals within United States law. West's Encyclopedia of American Law, Edition 2, fits this precisely. It offers thousands of in-depth articles that explore legal terms and topics, provide historical and biographical context, and connect related concepts through cross-references, serving as a broad reference for understanding the landscape of U.S. law. Black's Law Dictionary, by contrast, focuses on defining legal terms and phrases rather than providing broad articles on events, movements, or biographies. The Oxford Dictionary of Law is similarly a dictionary with concise definitions rather than an expansive encyclopedia. The Encyclopedia of Legal Terms would be a different encyclopedia, but the specific scope of more than 4,000 entries centered on U.S. law is characteristic of West's Encyclopedia of American Law, Edition 2.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://legalsupportpronals.examzify.com

We wish you the very best on your exam journey. You've got this!

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