

LAW SOCIETY OF ONTARIO (LSO) PARALEGAL PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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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.

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!

Questions

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- 1. Which document is essential for tracking client billings in a General Account?**
 - A. Client ledger
 - B. Fee book or client billings file
 - C. Case docket
 - D. Disbursement report

- 2. What is an indictment?**
 - A. A preliminary examination of the evidence
 - B. A written accusation signed by an agent of the attorney general
 - C. A formal charging document used only in the OCJ
 - D. A document that only records court appearances

- 3. What is the focus of private law?**
 - A. Person v state
 - B. Person v government
 - C. Person v person
 - D. State v state

- 4. What is a motion in legal proceedings?**
 - A. A formal request made to the court for a ruling or order on a specific issue
 - B. A statement of defense submitted by the defendant
 - C. A type of evidence presented during a trial
 - D. A document that initiates a lawsuit

- 5. What must a paralegal do if a client's retainer is terminated before task completion?**
 - A. Submit a report to the Law Society
 - B. Notify the client verbally
 - C. Notify the client in writing
 - D. Ignore the retainer termination

- 6. What is a primary responsibility of a paralegal in terms of client communication?**
- A. To provide timely updates
 - B. To handle all litigation matters
 - C. To provide legal representation in court
 - D. To determine the outcome of legal cases
- 7. Which term describes the onus placed on the accused in a second stage of evidence consideration?**
- A. Judicial review
 - B. Burden of proof
 - C. Prosecutor's discretion
 - D. Preponderance of evidence
- 8. What is the maximum claim limit in Small Claims Court in Ontario?**
- A. \$25,000
 - B. \$30,000
 - C. \$35,000
 - D. \$40,000
- 9. How should a paralegal handle client inquiries?**
- A. By ignoring them until the case progresses
 - B. By responding at their convenience
 - C. By providing prompt and clear answers
 - D. By delegating them to the attorney
- 10. What are the two types of charging documents in the criminal justice system?**
- A. Complaint and summons
 - B. Information and indictment
 - C. Subpoena and order
 - D. Arrest warrant and information

Answers

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

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Explanations

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1. Which document is essential for tracking client billings in a General Account?

- A. Client ledger
- B. Fee book or client billings file**
- C. Case docket
- D. Disbursement report

The fee book or client billings file is essential for tracking client billings in a General Account because it serves as an organized record that details all fees charged to the client and payments received. This document helps paralegals and legal professionals manage financial transactions effectively, ensuring that they can maintain accurate accounts of services rendered and payment status. Maintaining a fee book allows for a comprehensive overview of what has been billed to each client and helps keep the billing process transparent. It facilitates proper financial reporting, assists in avoiding billing discrepancies, and provides a structured means for clients to understand what they are being charged for, thus enhancing trust and communication between the client and the service provider. This tool supports the firm's financial management by enabling easier tracking of income related to client services. In contrast, while a client ledger would also track financial transactions, it typically encompasses a broader scope that includes various aspects of a client relationship, including notes on communications and case progress, which may not focus specifically on billing. A case docket primarily tracks procedural steps in a legal case, not specifically financial information. Finally, a disbursement report details expenditures made on behalf of a client rather than tracking billable hours or fees directly, which makes it less relevant for tracking client billings.

2. What is an indictment?

- A. A preliminary examination of the evidence
- B. A written accusation signed by an agent of the attorney general**
- C. A formal charging document used only in the OCJ
- D. A document that only records court appearances

An indictment is a formal written accusation that typically charges a person with a crime. This document is usually signed by a representative of the attorney general and is used to initiate criminal proceedings against an individual. The indictment outlines the specific crimes the accused is charged with, and it serves as a foundation for the prosecution's case. The process often follows an investigation and is a crucial step in bringing serious felony charges, particularly in jurisdictions that follow procedures such as those found in common law systems. Regarding the other options, while the preliminary examination of evidence is part of the legal process, it does not constitute an indictment. The assertion that an indictment is a formal charging document used only in the Ontario Court of Justice (OCJ) is misleading as indictments can be relevant to various levels of courts depending on the jurisdiction and type of case. Lastly, a document that merely records court appearances does not capture the essence or function of an indictment in the criminal justice process.

3. What is the focus of private law?

- A. Person v state
- B. Person v government
- C. Person v person**
- D. State v state

Private law primarily deals with legal disputes between individuals or entities, which is why the focus is on "person v person." This branch of law encompasses a wide range of legal issues, such as contracts, property disputes, torts, and family law. The objective of private law is to address the rights and obligations that individuals have towards each other, ensuring that they can seek redress and enforce agreements in a fair manner. In contrast, other options involve different relationships governed largely by public law. For example, the relationship between a person and the state or government pertains to issues of public law, where the state regulates interactions that affect the public interest. State versus state scenarios also fall under public law, typically revolving around constitutional or international law matters. Therefore, the correct choice highlights the essence of private law's focus on conflicts that arise directly between private parties.

4. What is a motion in legal proceedings?

- A. A formal request made to the court for a ruling or order on a specific issue**
- B. A statement of defense submitted by the defendant
- C. A type of evidence presented during a trial
- D. A document that initiates a lawsuit

A motion in legal proceedings is indeed a formal request made to the court for a ruling or order on a specific issue. This process allows parties to seek decisions on legal questions or procedural matters that arise during the course of litigation. A motion can be filed for various reasons, such as requesting a change in venue, seeking to dismiss a case, or asking for summary judgment. It is an essential tool for attorneys and paralegals to address specific legal questions or procedural issues without going through a full trial. Understanding the role of a motion is crucial for navigating the legal system effectively, as it helps to expedite the legal process by allowing certain matters to be resolved quickly and efficiently. The other options pertain to different aspects of legal proceedings, such as defenses, types of evidence, or the initiation of a lawsuit, which do not capture the essence of what a motion entails.

5. What must a paralegal do if a client's retainer is terminated before task completion?

- A. Submit a report to the Law Society
- B. Notify the client verbally
- C. Notify the client in writing**
- D. Ignore the retainer termination

When a client's retainer is terminated before the completion of tasks, it is crucial for a paralegal to notify the client in writing. This written notification serves several important purposes. First, it provides a clear and formal record of the termination, protecting both the paralegal and the client in case of any future disputes regarding the services rendered or obligations owed. Second, written communication ensures that the client fully understands that their representation is ending and clarifies any final steps they may need to take moving forward, such as seeking new legal representation or retrieving their documents. Other forms of notification, such as verbal communication, may not provide the same level of clarity or documentation. Merely ignoring the termination undermines the professional responsibilities and ethical obligations that a paralegal has towards their client. Additionally, submitting a report to the Law Society is not typically required solely for the termination of a retainer, as this is more relevant in situations involving conduct that may breach legal or ethical standards. Therefore, informing the client in writing is the most responsible and effective course of action in this scenario.

6. What is a primary responsibility of a paralegal in terms of client communication?

- A. To provide timely updates**
- B. To handle all litigation matters
- C. To provide legal representation in court
- D. To determine the outcome of legal cases

Providing timely updates to clients is a crucial responsibility for a paralegal in terms of client communication. Keeping clients informed about the status of their cases fosters a strong professional relationship and ensures that clients feel valued and understood. Regular communication also helps to manage client expectations and reduces anxiety or uncertainty regarding the progression of their legal issues. Paralegals may also assist in tasks related to client communication, such as gathering information, answering questions, and explaining legal procedures, but the essential aspect is that they are responsible for ensuring that clients receive updates in a timely manner. This approach enhances the overall client experience and promotes transparency in the legal process. Other responsibilities, like handling litigation matters and providing legal representation in court, typically fall within the scope of licensed lawyers rather than paralegals. Determining the outcome of legal cases is outside the role of paralegals, as such responsibilities require legal judgment and authority that paralegals do not possess. Thus, the emphasis on timely communication aligns well with the role of a paralegal in supporting attorneys and clients effectively while adhering to professional standards.

7. Which term describes the onus placed on the accused in a second stage of evidence consideration?

- A. Judicial review
- B. Burden of proof**
- C. Prosecutor's discretion
- D. Preponderance of evidence

The term that describes the onus placed on the accused in the second stage of evidence consideration is the "burden of proof." In legal proceedings, the burden of proof refers to the responsibility of a party to prove their claims or allegations. In criminal cases, the burden usually lies with the prosecution to prove the accused's guilt beyond a reasonable doubt. However, in certain circumstances, once the prosecution establishes foundational evidence, the accused may then carry the burden to present evidence in their defense or to challenge specific aspects of the prosecution's case. This concept is crucial in understanding the dynamics of a legal trial, particularly in how evidence is evaluated and the roles that both parties play. The accused may need to produce evidence that effectively counters the prosecution's claims or establishes reasonable doubt about their guilt. Other options do not accurately represent this concept. Judicial review pertains to the process by which courts evaluate the legality of decisions made by administrative bodies or lower courts. Prosecutor's discretion involves the authority of a prosecutor to decide whether to initiate, continue, or terminate criminal charges based on various factors, and preponderance of evidence refers to the standard of proof used in civil cases, which is different from the higher standard applied in criminal trials. Thus, "burden of proof"

8. What is the maximum claim limit in Small Claims Court in Ontario?

- A. \$25,000
- B. \$30,000
- C. \$35,000**
- D. \$40,000

The maximum claim limit in Small Claims Court in Ontario is \$35,000. This limit was set to provide individuals and businesses with a forum to resolve minor civil disputes without the need for costly and time-consuming litigation in higher courts. The Small Claims Court is meant to be user-friendly and accessible to those who may not have legal representation, allowing for a streamlined process. Understanding the threshold is important for determining the venue for a particular dispute, as claims exceeding this amount must be filed in the Superior Court of Justice. It is also essential for paralegals and other legal professionals to be aware of these limits to provide accurate guidance to their clients regarding their legal options. The choices that reflect limits lower than the correct answer do not align with the established rules and limits set forth for Small Claims Court in Ontario. The correct amount ensures that individuals can seek redress for smaller financial disputes effectively within this legal framework.

9. How should a paralegal handle client inquiries?

- A. By ignoring them until the case progresses
- B. By responding at their convenience
- C. By providing prompt and clear answers**
- D. By delegating them to the attorney

Handling client inquiries is a critical component of maintaining a professional and effective paralegal practice. Providing prompt and clear answers ensures that clients feel valued and supported throughout their legal journeys. This approach fosters trust and open communication, which are essential for a successful attorney-client relationship. Timely responses help clarify any uncertainties clients may have and can often diffuse potential misunderstandings or anxieties related to their cases. By ensuring inquiries are answered clearly, paralegals not only provide essential information but also demonstrate their competence and commitment to the client's needs. This professionalism can contribute to higher client satisfaction and potentially lead to personal referrals or repeat business. The other available responses do not align with the professional standards expected of paralegals. Ignoring inquiries could exacerbate client concerns and lead to dissatisfaction. Responding at one's convenience may result in delays that could negatively impact the case or the client's emotions. Delegating inquiries to an attorney is not inherently wrong but may not be efficient for routine questions that a paralegal is equipped to handle. Therefore, the best practice for paralegals is to directly address client inquiries promptly and clearly.

10. What are the two types of charging documents in the criminal justice system?

- A. Complaint and summons
- B. Information and indictment**
- C. Subpoena and order
- D. Arrest warrant and information

The two types of charging documents in the criminal justice system are indeed information and indictment. An "information" is a formal document that outlines the charges against a defendant and is typically used in lower-level criminal cases. It is initiated by a prosecutor without the need for a grand jury. An "indictment," on the other hand, is a formal charge issued by a grand jury, which is required for more serious criminal offenses in many jurisdictions. This distinction is crucial because it reflects how different levels of charges are approached and processed within the criminal justice system. Understanding the roles of these documents is essential for paralegals working in criminal law, as they help shape the trajectory of a case from the very beginning. Other choices presented do not serve as primary charging documents. For example, a "complaint" may be related but does not carry the same formal legal weight as an information or indictment. Similarly, subpoenas and arrest warrants have different legal functions and do not serve as charging documents.

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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://lsoparalegal.examzify.com>

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

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