

NALS Accredited Legal Professional (ALP) Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of 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.

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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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. If a defendant refuses to enter a plea, what plea does the court automatically enter on their behalf?**
 - A. Guilty
 - B. Not guilty
 - C. No contest
 - D. Mistrial

- 2. An accusation charging a person with a public offense presented by a grand jury is known as what?**
 - A. Information
 - B. Warrant
 - C. Indictment
 - D. Affidavit

- 3. Can a lawyer operate with a single bank account for firm funds?**
 - A. Yes, if maintaining efficient records
 - B. No, it is against regulations
 - C. Yes, under any circumstances
 - D. No, but only for personal funds

- 4. When discussing a client's bill with that client, what option is available to a paralegal?**
 - A. Offer a payment plan
 - B. Negotiate fees
 - C. None of the above
 - D. Explain legal terms

- 5. What is deemed the most important aspect of the billing process in law firms?**
 - A. Accurate itemization of services
 - B. Client communication
 - C. Timely billing
 - D. Firm reputation

6. What is a common outcome of a failure to adhere to UIFSA regulations?

- A. Cancellation of legal guardianship**
- B. Difficulty in receiving or enforcing child support across state lines**
- C. Immediate revocation of marriage licenses**
- D. Sealing of divorce records**

7. Statutory laws are typically created by which body?

- A. Judicial courts**
- B. Executive orders**
- C. Legislative bodies**
- D. Administrative agencies**

8. Which of the following best describes the elements of fraud?

- A. All of these choices are correct**
- B. Intent to deceive**
- C. Material misrepresentation**
- D. Reasonable reliance by the victim**

9. A person who dies without a will is said to have died in what manner?

- A. Testate**
- B. Intestate**
- C. Condemnation**
- D. Non-compliant**

10. What is the proper subjective case used in this context: She and ___ went to the party?

- A. he**
- B. him**
- C. them**
- D. us**

Answers

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

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Explanations

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1. If a defendant refuses to enter a plea, what plea does the court automatically enter on their behalf?

- A. Guilty**
- B. Not guilty**
- C. No contest**
- D. Mistrial**

When a defendant refuses to enter a plea, the court automatically enters a plea of not guilty on their behalf. This practice ensures that the defendant's rights are protected, as a not guilty plea allows for a fair trial and preserves the presumption of innocence. A not guilty plea means that the state must prove its case against the defendant beyond a reasonable doubt, and it provides the defendant with the opportunity to defend against the charges. This automatic entry of a not guilty plea reflects a fundamental principle of criminal justice where the burden of proof lies with the prosecution. Choosing a different option, such as guilty or no contest, could infringe upon the defendant's rights and would not align with the standard legal protocols designed to ensure fair treatment within the judicial system. A mistrial is a separate legal concept that pertains to a trial being invalidated due to a significant error or issue during the proceedings.

2. An accusation charging a person with a public offense presented by a grand jury is known as what?

- A. Information**
- B. Warrant**
- C. Indictment**
- D. Affidavit**

An accusation charging a person with a public offense presented by a grand jury is known as an indictment. This legal term refers specifically to the formal charge that is brought forward after a grand jury has reviewed evidence and determined that there is sufficient cause to believe that a crime has been committed. The grand jury's role is to investigate and assess the evidence before them, serving as a safeguard against unfounded criminal charges. Once the grand jury decides that there is enough evidence, they will issue an indictment, which allows the prosecution to move forward with formal charges against the individual. In the context of legal proceedings, an indictment is essential as it marks the progression from investigation to formal legal action, highlighting the grand jury's decision-making authority in the criminal justice system. Other options presented, such as information, warrant, and affidavit, refer to different legal concepts and processes. An information is a formal accusation initiated by a prosecutor without the need for a grand jury, a warrant is an order authorizing law enforcement to make an arrest or conduct a search, and an affidavit is a written statement confirmed by oath for use as evidence.

3. Can a lawyer operate with a single bank account for firm funds?

- A. Yes, if maintaining efficient records**
- B. No, it is against regulations**
- C. Yes, under any circumstances**
- D. No, but only for personal funds**

A lawyer cannot operate with a single bank account for firm funds because it is against regulations that govern the ethical management of client and firm money. Maintaining separate accounts is crucial for proper accounting and to avoid any potential co-mingling of personal and client funds. The regulations require that attorneys keep client trust accounts distinct from their operating accounts. This separation ensures that client funds are protected and accounted for appropriately, minimizing the risk of misuse or misappropriation. Additionally, maintaining separate accounts helps in providing clear financial records, which is essential for audits and ethical compliance. The emphasis on having distinct accounts is rooted in the need to uphold integrity within the legal profession and to protect clients' interests. By adhering to these regulations, lawyers can maintain trust with their clients and operate with transparency in financial matters.

4. When discussing a client's bill with that client, what option is available to a paralegal?

- A. Offer a payment plan**
- B. Negotiate fees**
- C. None of the above**
- D. Explain legal terms**

The option of "none of the above" implies that a paralegal has no options when discussing a client's bill, which overlooks key ethical guidelines and professional responsibilities. Nonetheless, the correct answer concerning the capabilities of a paralegal in this context is contextual. A paralegal is generally not authorized to negotiate fees with clients, as this role is typically reserved for attorneys. Similarly, while explaining legal terms may enhance a client's understanding of the bill, it does not directly address the billing process itself. Offering a payment plan could be seen as a practical solution; however, it too often falls under the purview of the attorney and requires approval and adherence to ethical considerations related to fee agreements. Therefore, while paralegals play a significant role in client communication, their options are regulated by the parameters of their training, which limits direct negotiation or financial arrangements without attorney oversight. In essence, discussing billing with a client is primarily the attorney's responsibility, culminating in the conclusion that a paralegal may not have any authorized options in this context beyond what they are trained to communicate under attorney supervision.

5. What is deemed the most important aspect of the billing process in law firms?

- A. Accurate itemization of services**
- B. Client communication**
- C. Timely billing**
- D. Firm reputation**

The most critical aspect of the billing process in law firms is client communication. Effective communication regarding billing helps to establish transparency and trust between the firm and its clients. It ensures that clients understand the charges associated with their legal services, the billing process itself, and any variations in fees or services rendered. By maintaining open lines of communication, law firms can address client inquiries or concerns about the bill, reducing misunderstandings and potential disputes. Additionally, when clients feel informed and engaged in the billing process, it enhances their overall experience and satisfaction with the firm's services. This proactive approach can lead to stronger client relationships, increased retention, and potentially even referrals as clients appreciate the firm's commitment to keeping them updated. While accurate itemization of services, timely billing, and firm reputation are all important elements of the billing process, they are secondary to the foundation built through effective client communication. Good communication helps ensure that other aspects are executed properly and that clients feel valued and respected.

6. What is a common outcome of a failure to adhere to UIFSA regulations?

- A. Cancellation of legal guardianship**
- B. Difficulty in receiving or enforcing child support across state lines**
- C. Immediate revocation of marriage licenses**
- D. Sealing of divorce records**

The correct answer, which identifies a common outcome of a failure to adhere to the Uniform Interstate Family Support Act (UIFSA) regulations, pertains to the complications that arise when enforcing child support across state lines. UIFSA was established to create a uniform legal framework for handling child support cases when parents live in different states. When parties do not comply with UIFSA, it can lead to various problems in obtaining or enforcing child support. This is primarily because UIFSA provides specific guidelines for jurisdiction and enforcement that must be followed to ensure that child support obligations are recognized and executed across state boundaries. If these regulations are ignored or not properly adhered to, it may result in difficulties, such as the inability to enforce child support orders in another state, which could result in significant financial and emotional implications for the custodial parent and the child involved. In contrast, the other options provided do not reflect common outcomes related specifically to UIFSA. For instance, cancellation of legal guardianship and revocation of marriage licenses are not governed by UIFSA and pertain to entirely different legal matters. Similarly, sealing of divorce records is a separate legal issue and not directly related to the enforcement of child support under UIFSA. Thus, difficulties in handling interstate child support cases emerge as

7. Statutory laws are typically created by which body?

- A. Judicial courts**
- B. Executive orders**
- C. Legislative bodies**
- D. Administrative agencies**

Statutory laws are created by legislative bodies, which are responsible for enacting laws that govern society. These bodies, such as Congress at the federal level or state legislatures, draft, propose, debate, and vote on legislation. When a proposed law is approved by the majority, it becomes statutory law once signed by the appropriate executive authority, like the President or a state governor. This process is distinct from other forms of law creation. Judicial courts interpret laws and resolve disputes but do not create statutory laws themselves. Executive orders are directives issued by the executive branch that manage operations within the public administration but do not have the same legislative process as statutory laws. Administrative agencies create regulations to implement and enforce laws but rely on statutory laws for their authority. Thus, the best answer to the question regarding the creation of statutory laws is indeed legislative bodies.

8. Which of the following best describes the elements of fraud?

- A. All of these choices are correct**
- B. Intent to deceive**
- C. Material misrepresentation**
- D. Reasonable reliance by the victim**

The option stating that all choices are correct accurately reflects the comprehensive nature of fraud, which involves multiple distinct elements. Fraud is typically characterized by the intention to deceive, which means there must be a conscious effort to mislead someone for personal gain. This is fundamental, as the perpetrator must have an intention behind their deceptive actions. Material misrepresentation is another critical element of fraud; this involves a false statement or representation that is significant enough to influence the decision-making of the victim. For fraud to be actionable, the misrepresentation must be relevant to the transaction or action at hand. Lastly, reasonable reliance by the victim highlights that the victim must have relied on the misrepresentation in making their decision, and this reliance must be reasonable under the circumstances. If the victim does not act on the misinformation or cannot be expected to rely on it, the fraud claim may weaken. Recognizing that all of these elements—intent to deceive, material misrepresentation, and reasonable reliance—work in concert to define fraud is essential in understanding how fraud operates legally. Therefore, the assertion that all options are correct captures the full scope of what constitutes fraud.

9. A person who dies without a will is said to have died in what manner?

- A. Testate**
- B. Intestate**
- C. Condemnation**
- D. Non-compliant**

When a person dies without a will, they are classified as having died "intestate." This term specifically refers to situations in which an individual has not executed a will to outline how their assets should be distributed upon their death. In the absence of a will, state laws determine the distribution of the deceased's estate, typically prioritizing immediate family members, such as spouses and children. This legal framework ensures that the estate is distributed fairly, following established intestacy laws, rather than leaving the distribution up to ambiguity or potential disputes among heirs. In contrast, the term "testate" applies to someone who has died having made a valid will.

"Condemnation" generally refers to the legal process by which property is taken for public use, usually involving compensation to the property owner. "Non-compliant" does not have a direct relation to the context of death and estate distribution. Understanding these definitions helps clarify the implications of dying with or without a will, highlighting the importance of estate planning.

**10. What is the proper subjective case used in this context:
She and __ went to the party?**

- A. he**
- B. him**
- C. them**
- D. us**

The correct answer is "he" because in the context of the sentence, "She and he went to the party," both pronouns function as subjects of the verb "went." In English grammar, the subjective case is used for subjects of verbs. "He" is the subjective case form of the pronoun referring to a male individual, and therefore appropriately completes the sentence structure. Using any of the other options would be incorrect in this context. "Him" is the objective case and would be used if the pronoun were receiving an action, such as in "I saw him." "Them" is also objective and refers to multiple individuals, so it does not fit the singular nature of the pronoun "she." "Us" is the objective case for the first-person plural and likewise does not serve as a subject in this instance.

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://nalsalp.examzify.com>

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

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