

# National Association for Legal Support Professionals (NALSP) Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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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. What are 'dispositive motions' and give an example?**
  - A. Motions that resolve all or part of a case; example: motion for summary judgment or motion to dismiss.**
  - B. Motions to compel discovery.**
  - C. Motions to seal documents.**
  - D. Motions for leave to amend.**
  
- 2. What is a covenant in real property law?**
  - A. A type of contract in which the covenantor makes a promise to the covenantee to do (affirmative covenant) or not do some action (negative covenant). In real property law, the term real covenants is used for conditions tied to the use of land**
  - B. A power of attorney**
  - C. A lease agreement**
  - D. A mortgage**
  
- 3. Which of the following is an example of a secondary source in legal research?**
  - A. Statutes, Constitutions, and court opinions**
  - B. Treatises, Restatements, and law review articles**
  - C. Writs and deeds**
  - D. Case summaries in newsletters**
  
- 4. What does a document management system create that helps in recalling a document?**
  - A. Web layout view.**
  - B. A searchable index.**
  - C. A printable report.**
  - D. A notification alert.**
  
- 5. What is mitigation?**
  - A. The action of reducing the severity, seriousness, or painfulness of something.**
  - B. The action of increasing the severity of something.**
  - C. A formal plea in court.**
  - D. A temporary guardian for a ward.**

- 6. What is the purpose of case management software in a law firm?**
- A. To track matters, deadlines, documents, and communications efficiently.**
  - B. To generate client billing only.**
  - C. To manage social media accounts.**
  - D. To replace paralegals entirely.**
- 7. 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**
- 8. Hearsay is defined as what?**
- A. An out-of-court statement offered for truth.**
  - B. A statement made in court.**
  - C. An opinion by a lawyer.**
  - D. A recording of evidence.**
- 9. Which of the following is true about subpoenas?**
- A. They only require appearance**
  - B. They can demand both appearance and documents depending on type**
  - C. They are not legally binding**
  - D. They are issued only by prosecutors**
- 10. What is a 'motion for extension of time' and typical grounds?**
- A. A request to extend deadlines for filing or responding, often due to complexity, workload, or need for more facts.**
  - B. A request to shorten deadlines due to urgency.**
  - C. A motion to compel discovery.**
  - D. A motion for reconsideration.**

## **Answers**

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

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## **Explanations**

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## 1. What are 'dispositive motions' and give an example?

- A. Motions that resolve all or part of a case; example: motion for summary judgment or motion to dismiss.**
- B. Motions to compel discovery.**
- C. Motions to seal documents.**
- D. Motions for leave to amend.**

Dispositive motions are motions that can dispose of all or part of a case, meaning they can end the case or eliminate claims without a trial. They are focused on the legal sufficiency of the claims or on the legal viability of proceeding, rather than on gathering more facts. A classic example is a motion for summary judgment. This asks the court to rule that there is no genuine dispute of material fact and that, based on the law, the moving party is entitled to judgment as a matter of law. If granted, the case or the specific claims are resolved without going to trial. Another dispositive tool is a motion to dismiss, which can end the case or dismiss certain claims if the complaint fails to state a claim or lacks jurisdiction. These differ from non-dispositive motions, which address procedural or administrative matters (like compelling discovery or sealing documents) and do not resolve the merits of the case.

## 2. What is a covenant in real property law?

- A. A type of contract in which the covenantor makes a promise to the covenantee to do (affirmative covenant) or not do some action (negative covenant). In real property law, the term real covenants is used for conditions tied to the use of land**
- B. A power of attorney**
- C. A lease agreement**
- D. A mortgage**

A covenant in real property law is a promise about the use or enjoyment of land that is meant to bind current and future owners. It can be affirmative (a promise to do something) or negative (a promise not to do something). When such promises are tied to the land and are intended to run with the property, they are called real covenants. They create ongoing obligations that can affect how the property is used by successors in title, not just the person who initially made the promise. In practice, real covenants stay with the land through transfers if the essential elements are met (the promise touches and concerns the land, there was an intent to bind successors, and appropriate privity between the parties). This concept distinguishes covenants from other legal instruments like a power of attorney (authorization to act, not land-use promises), a lease (permission to occupy for a term), or a mortgage (a loan secured by the property).

**3. Which of the following is an example of a secondary source in legal research?**

- A. Statutes, Constitutions, and court opinions**
- B. Treatises, Restatements, and law review articles**
- C. Writs and deeds**
- D. Case summaries in newsletters**

Secondary sources provide analysis, interpretation, or synthesis of the law rather than being the law itself. Treatises, Restatements, and law review articles fit this role because they explain doctrines, discuss how the law has developed, and connect different authorities. They help you understand and navigate primary sources. Primary sources are the actual laws and official decisions: statutes, constitutions, and court opinions. Writs and deeds are primary documents that create or convey rights. Case summaries in newsletters are just summaries of decisions and are typically considered secondary, but they don't serve as the classic foundational secondary sources like treatises, Restatements, and law reviews.

**4. What does a document management system create that helps in recalling a document?**

- A. Web layout view.**
- B. A searchable index.**
- C. A printable report.**
- D. A notification alert.**

A searchable index is what helps you recall a document. In a document management system, indexing pulls out important details from files—such as keywords, metadata like author and date, and sometimes the full text—and builds a fast reference map. When you search using terms you remember, the system uses this index to locate the relevant documents quickly instead of scanning every file. Other features like a web layout view are about how documents appear on screen, a printable report is for producing hard copies, and a notification alert is for alerts about changes or updates; none of these directly enable you to retrieve a document as efficiently as a well-constructed searchable index.

**5. What is mitigation?**

- A. The action of reducing the severity, seriousness, or painfulness of something.**
- B. The action of increasing the severity of something.**
- C. A formal plea in court.**
- D. A temporary guardian for a ward.**

Mitigation means making something less severe or painful. In legal contexts, it refers to factors or actions that lessen the consequences, penalties, or damages. For example, a defendant can present mitigating circumstances—such as remorse, a lack of prior record, or limited intent—that may lead to a lighter sentence. Likewise, after a breach of contract or injury, the harmed party is expected to take reasonable steps to minimize losses, which can reduce recoverable damages. In other fields, mitigation can involve measures that lessen environmental impact or harm. The other options describe increasing severity, a formal court request for mercy, or appointing a temporary guardian, none of which align with reducing harm or impact.

**6. What is the purpose of case management software in a law firm?**

- A. To track matters, deadlines, documents, and communications efficiently.**
- B. To generate client billing only.**
- C. To manage social media accounts.**
- D. To replace paralegals entirely.**

Case management software acts as the centralized system that keeps every aspect of a legal matter organized and moving smoothly. It stores all matter details in one place and tracks what needs to be done, by whom, and by when. This includes deadlines and court dates, documents and versions, emails and other communications, task assignments, and notes. With this setup, a firm can see the current status of a case at a glance, ensure nothing falls through the cracks, and coordinate work across attorneys, paralegals, and staff. It also provides a secure repository for documents, searchable records for quick retrieval, and workflow reminders to prevent missed deadlines. While billing features may be part of the system, the essential purpose is efficient, cohesive management of all elements of a case rather than a narrow function like billing, social media management, or replacing staff.

**7. 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).

## 8. Hearsay is defined as what?

- A. An out-of-court statement offered for truth.**
- B. A statement made in court.**
- C. An opinion by a lawyer.**
- D. A recording of evidence.**

Hearsay is defined as an out-of-court statement offered to prove the truth of the matter asserted. The essential point is that the statement comes from someone other than the testifying witness and is being used to establish that the asserted fact is true, which is why cross-examination of the original speaker is typically not available. Because of that, hearsay is generally inadmissible unless a recognized exception applies. Statements made in court aren't hearsay because they're presented as testimony under oath and can be cross-examined. An opinion by a lawyer isn't hearsay for the same reason—it's not being offered as proof of a factual statement from an outside source. A recording of evidence isn't automatically hearsay; it depends on whether the content includes out-of-court statements used to prove truth.

## 9. Which of the following is true about subpoenas?

- A. They only require appearance**
- B. They can demand both appearance and documents depending on type**
- C. They are not legally binding**
- D. They are issued only by prosecutors**

Subpoenas are legal orders that compel someone to participate in a legal proceeding or to produce records. They come in two common forms: one requires a person to appear and testify, and the other requires the person to bring documents or records. Depending on the type of subpoena, it may require just appearance, just documents, or both. That flexibility is why the statement that subpoenas can demand both appearance and documents depending on type is the most accurate choice. Subpoenas are binding orders; ignoring them can lead to penalties such as contempt of court. They aren't issued only by prosecutors—courts issue subpoenas, and attorneys can obtain them under court authority as part of legal proceedings.

**10. What is a 'motion for extension of time' and typical grounds?**

- A. A request to extend deadlines for filing or responding, often due to complexity, workload, or need for more facts.**
- B. A request to shorten deadlines due to urgency.**
- C. A motion to compel discovery.**
- D. A motion for reconsideration.**

A motion for extension of time is a request to extend deadlines for filing or responding in a legal matter. It is typically grounded on good cause, such as the issue being more complex than anticipated, a large volume of material to review, the need to gather or verify additional facts, ongoing discovery, or scheduling conflicts that prevent timely preparation. Courts weigh whether granting more time is fair and won't unduly prejudice the other side, and whether the delay serves a legitimate need rather than simply delaying the proceedings. The idea of shortening deadlines—making deadlines tighter—fits a different purpose and would not describe an extension. A motion to compel discovery is a separate procedural tool used to force the other party to produce information. A motion for reconsideration is used to revisit a court's prior ruling, not to adjust deadlines.

## 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](mailto: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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