**CHAPTER 1: COMPUTERS IN THE LAW OFFICE**

**QUIZ**

**True/False**

*Indicate whether the statement is true or false.*

1. Legal assistants who are well versed in computers have an advantage in the competitive job market.

ANSWER: T

1. Virtually all legal professionals use a desktop, laptop, or handheld computer.

ANSWER: T

1. The Internet is known as “the node on the network.”

ANSWER: F

4. An information system is a combination of human involvement, hardware, software, and raw data.

ANSWER: T

5. Timekeeping and billing, database management, and word processing are the application programs that practicing legal assistants most commonly use.

ANSWER: F

1. The Internet has had a minimal impact on the practice of law.

ANSWER: F

1. The application program that practicing legal assistants most commonly use is word processing.

ANSWER: F

1. Practicing legal assistants do not use the Internet to conduct general or factual research.

ANSWER: F

1. The disadvantage of using the Internet for legal research is the inability to search in specific databases such as WESTLAW or LexisNexis.

ANSWER: T

1. An intranet is an internal information distribution system based on Internet technology.

ANSWER: T

**Multiple Choice**

*Identify the letter of the choice that best completes the statement or answers the question.*

1. An Extranet is \_\_\_\_\_\_\_\_\_\_\_\_.
   1. an information distribution system for clients
   2. an information distribution system for internal staff
   3. an information distribution system for the general public
   4. none of the above

ANSWER: a

1. Electronic discovery software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   1. assists legal assistants in producing hardcopy documents
   2. has yet to truly emerge
   3. is required by several courts
   4. assists legal assistants in producing, reading, and converting

electronic documents

ANSWER: d

1. What is legal software that tracks appointments, deadlines, and hearings called?
   1. electronic discovery
   2. docket control
   3. case management
   4. b and c

ANSWER: d

1. What is it called when courts accept electronic versions of legal documents?
   1. electronic discovery
   2. electronic filing
   3. electronic distribution
   4. electronic storage

ANSWER: b

1. A \_\_\_\_\_\_\_\_ is in place when all information in an organization is in electronic form.
   1. paperless office
   2. mobile computer
   3. virtual office
   4. virtual computing

ANSWER: a

1. What is it called when a witness’s testimony is transcribed by a court reporter nearly immediately?
   1. real-time dictation
   2. type by wire
   3. real-time court reporting
   4. virtual computing

ANSWER: c

1. The “worm in the apple” of technology in a legal organization is \_\_\_\_\_\_.
   1. security and confidentiality
   2. client service
   3. quality products
   4. none of the above

ANSWER: a