

## Chapter 3 Litigation Management and Technology

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

- 1) Paralegals and legal assistants should not be overwhelmingly concerned with case management issues. 1) \_\_\_\_\_
- 2) Organizing, storing and retrieving documents relevant to the litigation is case management. 2) \_\_\_\_\_
- 3) Technological advancements require members of the legal team to work in a single location. 3) \_\_\_\_\_
- 4) Calendaring cases is not important for attorneys and paralegals. 4) \_\_\_\_\_
- 5) Databases store information which can be sorted and retrieved. 5) \_\_\_\_\_
- 6) Office management includes time keeping, calendar maintenance, conflicts checking, and accounting functions. 6) \_\_\_\_\_
- 7) Case management and office management are not related tasks. 7) \_\_\_\_\_
- 8) Litigation management seeks to efficiently store information electronically which is then available to members of the legal team granted access to the electronic files. 8) \_\_\_\_\_
- 9) Technology and computer based software eliminates the need for obtaining basic case information from client interviews, attorney research, and investigator reports. 9) \_\_\_\_\_
- 10) Time/billing programs implemented and used by law firms assist in keeping track of billable hours and calculating fees accurately. 10) \_\_\_\_\_
- 11) Law firms probably have no essential need for accurate accounting programs. 11) \_\_\_\_\_
- 12) Reports are an organized presentation of data contained in a database. 12) \_\_\_\_\_
- 13) Paralegals who assist in document review are not obligated to know the rules of confidentiality to protect client communications. 13) \_\_\_\_\_
- 14) Courts can deny a request for attorney's fees when the work could have been completed more cost effectively by a paralegal. 14) \_\_\_\_\_
- 15) Knowledge of how databases are created and used assists the paralegal in communicating with IT professionals. 15) \_\_\_\_\_

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

- 16) Well kept time records: 16) \_\_\_\_\_  
A) Can be used to determine whether a paralegal's work is being supervised  
B) Record billable time only  
C) Record attorney time only  
D) All of the above
- 17) Technology in the law office has enhanced: 17) \_\_\_\_\_  
A) The ability to work from home  
B) The ability to eliminate paper from the office  
C) The ability to work collaboratively  
D) All of the above
- 18) Which is not a litigation management task? 18) \_\_\_\_\_  
A) Reviewing records and reports  
B) Balancing escrow account statements  
C) Investigating facts  
D) Interviewing clients and witnesses
- 19) Which is true? 19) \_\_\_\_\_  
A) Case management deals with the management of a particular case.  
B) Litigation management deals with the management of deadlines.  
C) Office management deals with the management of a particular case.  
D) None of the above
- 20) The legal team can use databases to: 20) \_\_\_\_\_  
A) Locate expert witnesses in a particular field of study  
B) Maintain and update client contact information like addresses and phone numbers  
C) Search for and locate relevant statutes and caselaw  
D) All of the above
- 21) Searching databases is frequently frustrating because: 21) \_\_\_\_\_  
A) Using words that have specific legal meaning can produce too many results  
B) Using words that can have multiple meanings can produce too few results  
C) Using common words can produce too many results  
D) All of the above
- 22) Maintaining a calendar system is important because: 22) \_\_\_\_\_  
A) It is a good tool to keep track of friends' birthdays and anniversary dates  
B) It is a good tool to keep office attorneys informed of court appearances  
C) It is a good tool to keep office attorneys informed of client meetings  
D) It is a good tool to keep office attorneys informed of client meetings and court appearances
- 23) Technology has: 23) \_\_\_\_\_  
A) Made paper forms of limited use as interview forms for initial client contact  
B) Made paper forms of limited use as interview forms for data entry into a case management software program  
C) Made the use of paper forms obsolete  
D) All of the above

- 24) Trial notebooks: 24) \_\_\_\_\_  
A) Are obsolete due to technological advances in the law office  
B) Represent a way of organizing and managing a case for litigation purposes  
C) Are easy to maintain when there are multiple members of a legal team  
D) All of the above
- 25) In litigation with hundreds or thousands of documents: 25) \_\_\_\_\_  
A) The paralegal is not responsible for storing and retrieving documents  
B) The paralegal will be responsible for storing and retrieving documents as they are requested by the attorney  
C) The paralegal will use technology to efficiently store and retrieve documents as they are requested by the attorney  
D) The paralegal may use technology to assist in storing and retrieving documents but must also check to be certain the document retrieved is the one requested by the attorney
- 26) Which has contributed to the increased use of technology in the management of cases and litigation? 26) \_\_\_\_\_  
A) Shortened time to prepare for trial due to courts' rules designed to reduce backlogs  
B) Expenses related to litigation  
C) Increased complexity of cases  
D) All of the above
- 27) Which is entered in the law firm calendar system? 27) \_\_\_\_\_  
A) Appointment reminders  
B) Due dates for responses to pleadings, motions, and discovery  
C) Deadlines for the statute of limitations  
D) All of the above
- 28) Collaboration with other law firms is helpful but can be challenging because: 28) \_\_\_\_\_  
A) The competitive nature of all law firms can get in the way of cooperation  
B) Communicating around the schedule of other attorneys can be difficult  
C) The exchange of paper resources is often difficult to coordinate  
D) All of the above
- 29) The following are closely related in the functioning of a law office: 29) \_\_\_\_\_  
A) Expense tracking B) Conflict checking  
C) Billing D) All of the above
- 30) Case and litigation management: 30) \_\_\_\_\_  
A) Required a central repository where members of the legal team can store and share information  
B) Require a central repository of information gathered by the team members  
C) Can be accomplished with cloud computing only  
D) None of the above

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Answer Key

Testname: UNTITLED3

- 1) FALSE
- 2) TRUE
- 3) FALSE
- 4) FALSE
- 5) TRUE
- 6) TRUE
- 7) FALSE
- 8) TRUE
- 9) FALSE
- 10) TRUE
- 11) FALSE
- 12) TRUE
- 13) FALSE
- 14) TRUE
- 15) TRUE
- 16) A
- 17) D
- 18) B
- 19) A
- 20) D
- 21) C
- 22) D
- 23) B
- 24) B
- 25) D
- 26) D
- 27) D
- 28) D
- 29) D
- 30) A