



Innovative Computing Systems

# AI Mastery For Law Firms

**Safely harness the power of AI**

Download your Webinar Guide Now





## Chief Operating Officer

Innovative Computing Systems

---

35 Years of Excellence



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)



# Artificial Intelligence



01

Benefits

02

Fears and Risks

03

Safely use AI

04

AI Strategy

05

Practical Takeaways



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Benefits



- 01 Find answers quicker
- 02 Capture meeting details
- 03 Edit and Create content
- 04 Exponential Efficiency



Download your Webinar Guide Now

Innovative Computing Systems © 2024



[www.innovativecomp.com](http://www.innovativecomp.com)

# Fears And Risks



Confidentiality  
and Privacy



Security



Accuracy



Operational  
Changes



Transparency  
and Perception



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Safe And Secure AI



## Closed Systems

Systems built to protect privacy, confidentiality, and security



## Human Judgment and Validation

AI predicts text and can be inaccurate. Human judgment and validation is key



## AI Policy

Establish AI do's and don'ts



## Training

Continually train users on how to use AI effectively, safely, and securely



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# AI Closed Systems Examples



## General AI



ChatGPT Team/Enterprise

Claude Team/Enterprise

Microsoft 365 Copilot

## Legal-Specific AI



CoCounsel

Ask iManage

Spellbook

Juris AI

ndMax

Draftwise

NexLaw

Clio AI

Relativity

WestLaw Edge

Smokeball

Everlaw



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Operational Changes



**01**

Billing Changes

**04**

Cultural Changes

**02**

Value Add Services

**05**

AI Transparency

**03**

Workflow Changes

**06**

Client Education



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)





# Artificial Intelligence Implementation Strategy



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Phases of Implementation



01

## Buy-In / Consensus

Getting the firm leadership to agree to use AI

02

## Strategy and Policy

Developing secure and safe AI practices and defining who will use AI in what ways

03

## Initial Pilot

Train a small group on using AI

04

## Expanded Pilot

Expand the pilot group to a larger group

05

## Firmwide Deployment

Deploy to the entire firm



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Phase 1: Buy-In / Consensus



The most critical element of implementing AI firmwide is getting the firm's leadership and decision makers to agree to implement AI.

- 01 Benefits
- 02 Fears and Risks
- 03 Safe and Secure AI



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

## Phase 2: Strategy And Policy



**Before you can begin using AI tools, you should develop a plan and strategy on the safe and secure use of AI.**



How will attorneys use AI?



How will other roles use AI?



Which practice groups will use which tools and how?



What operational changes are necessary?



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)



## Phase 3 – Initial Pilot



Create a small group of test users to test AI

- 01** | Include the AI Champion
- 02** | Different roles
- 03** | Test Workflows and Limitations



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Phase 4 – Expanded Pilot



Larger Pilot Group



Continued Education  
and Coaching



Implementation of  
Additional AI Tools



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Phase 5 – Firmwide Deployment



Deploy



Monitor



Adapt



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# How Long Does This Take?



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)





Innovative Computing Systems

# Practical Takeaways

Start using AI safely and securely **TODAY**



# Research



## Start by using AI research tools

We will start by using AI to go from not knowing to having the answer quickly and efficiently.

01

Low Risk

02

High Reward

03

Easy to Get Started



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)



# Research Tools



**ChatGPT**

ChatGPT



**perplexity**

Perplexity

**Gemini**

Gemini



**Copilot**

Copilot



**Claude**

Claude



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Artificial Intelligence

## Do's and Don'ts



### Abide by Firm Standards and Practices

Use AI in ways that are ethical and align with company standards and practices



### Firm and Client Data on Closed Systems

If using an Open/Public system, don't use firm or client data



### Review and Validate Outputs

Make sure the output from AI is accurate and appropriate



### Be Patient

Generative AI is an emerging technology and prone to errors and misunderstandings



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)

# Tips On Using AI



## Natural Language



Ask questions like you would ask another human. Don't worry about spelling, capitalization or grammar

## Iterate and Refine



AI knows about your previous question, so you only need to ask follow up questions as if you were having a discussion

## Generalist vs. Specialist



AI acts as a generalist by default. If you want it to respond like a specialist in an area, tell it to act like that specialist

## New Chat for New Topic



Use a New Chat each time you are talking about a different topic.



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)



# Research Examples

**01** Who won the World Series

---

**02** Why did they win

---

**03** What were the stats

---

**04** Who had the most errors

---

**01** Where was the Goonies filmed?

---

**02** Who was the director

---

**03** Who played the mouth

---

**04** How old was he

---



Download your Webinar Guide Now


Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)


# Advanced Prompting




**Instruction**




**Context**




**Role or Persona**



**Examples**



**Output**



**Clarifying Questions**



Download your Webinar Guide Now

Innovative Computing Systems © 2024

[www.innovativecomp.com](http://www.innovativecomp.com)



Innovative Computing Systems

**Q&A**

