

ovative Computing Syst

Al Mastery For Law Firms

Safely harness the power of AI

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Chief Operating Officer

Innovative Computing Systems

35 Years of Excellence



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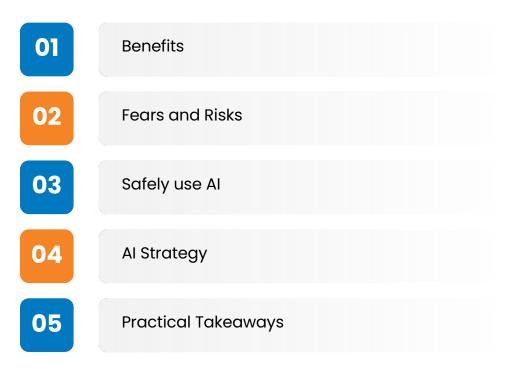
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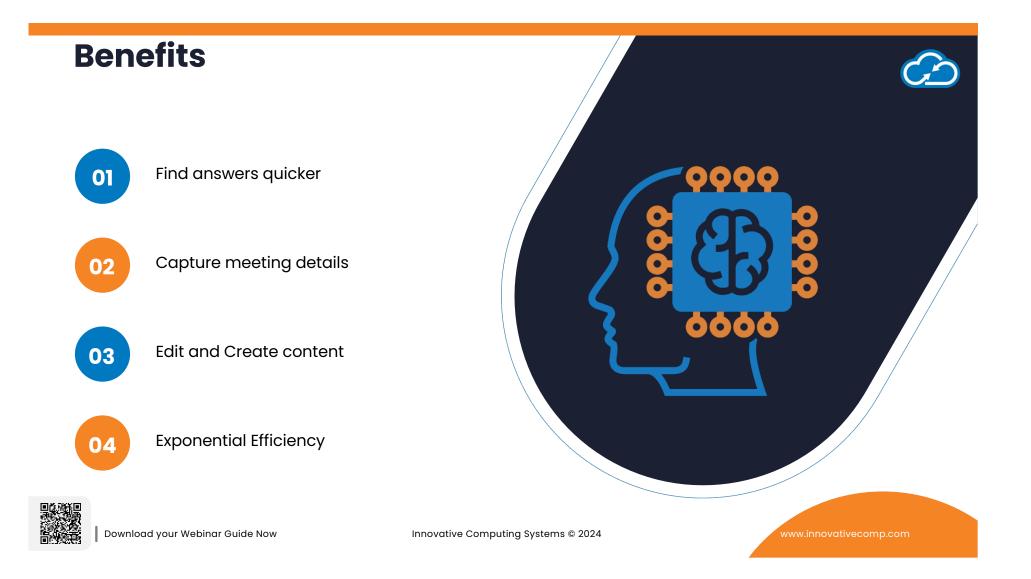
Artificial Intelligence

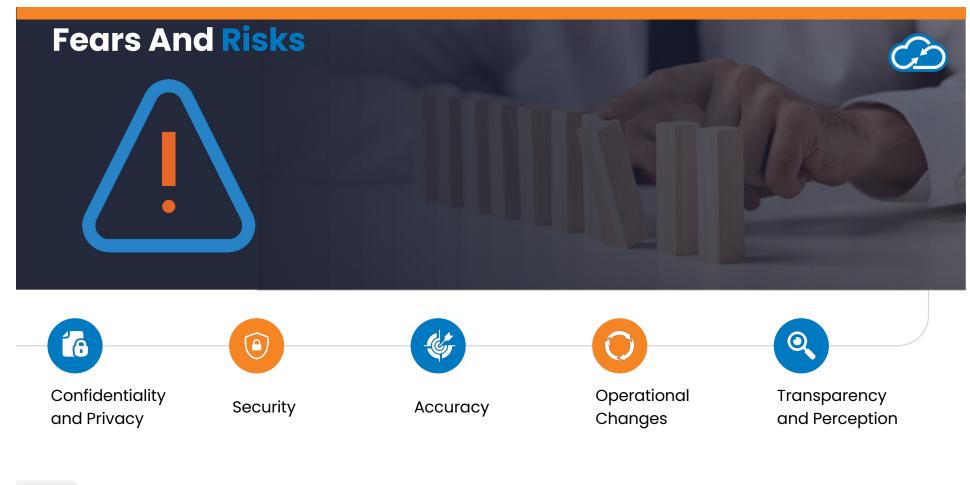




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Safe And Secure Al



	?		
Closed Systems	Human Judgment and Validation	Al Policy	Training
Systems built to protect privacy, confidentiality, and security	AI predicts text and can be inaccurate. Human judgment and validation is key	Establish AI do's and don'ts	Continually train users on how to use Al effectively, safely, and securely



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AI Closed Systems Examples

General AI		
ChatGPT Team/Enterprise	Claude Team/Enterprise	Microsoft 365 Copilot
Legal-Specific Al		
CoCounsel	Ask iManage	Spellbook
Juris Al	ndMax	Draftwise
NexLaw	Clio Al	Relativity
WestLaw Edge	Smokeball	Everlaw
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Operational Changes







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Artificial Intelligence Implementation Strategy





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Phases of Implementation





01	02	03	04	05
Buy-In / Consensus Getting the firm leadership to agree to use Al	Strategy and Policy Developing secure and safe AI practices and defining who will use AI in what ways	Initial Pilot Train a small group on using Al	Expanded Pilot Expand the pilot group to a larger group	Firmwide Deployment Deploy to the entire firm



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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.





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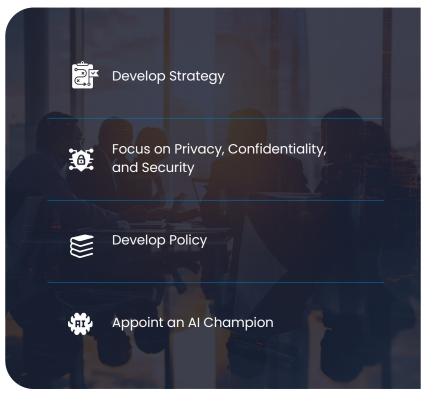
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Phase 2: Strategy And Policy



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?

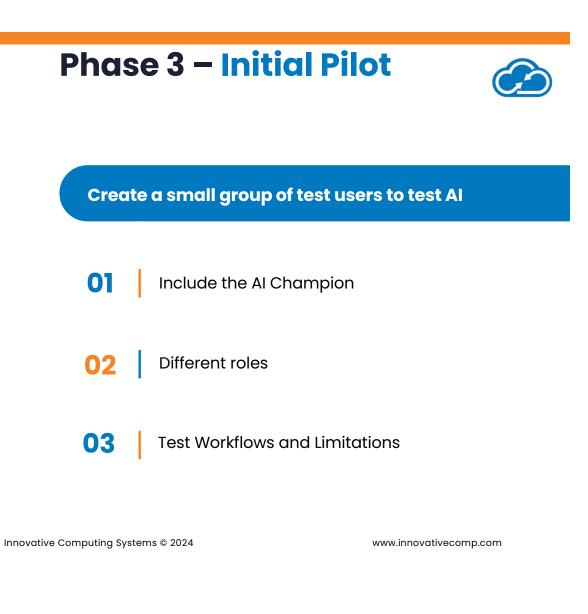




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Phase 5 – Firmwide Deployment

How Long Does This Take?







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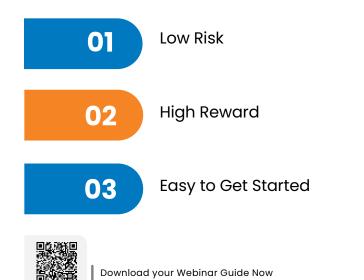
Practical Takeaways

Start using AI safely and securely TODAY

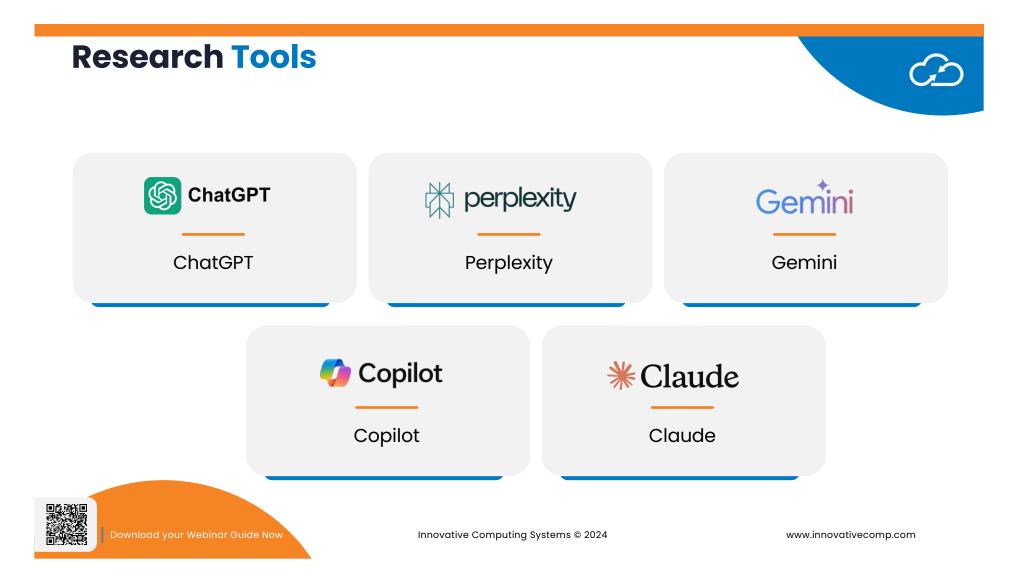
Research

Start by using AI research tools

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









Artificial Intelligence Do's and Don'ts



F

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



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



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Tips On Using Al



Natural Language

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

Iterate and Refine

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

Generalist vs. Specialist

Al 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

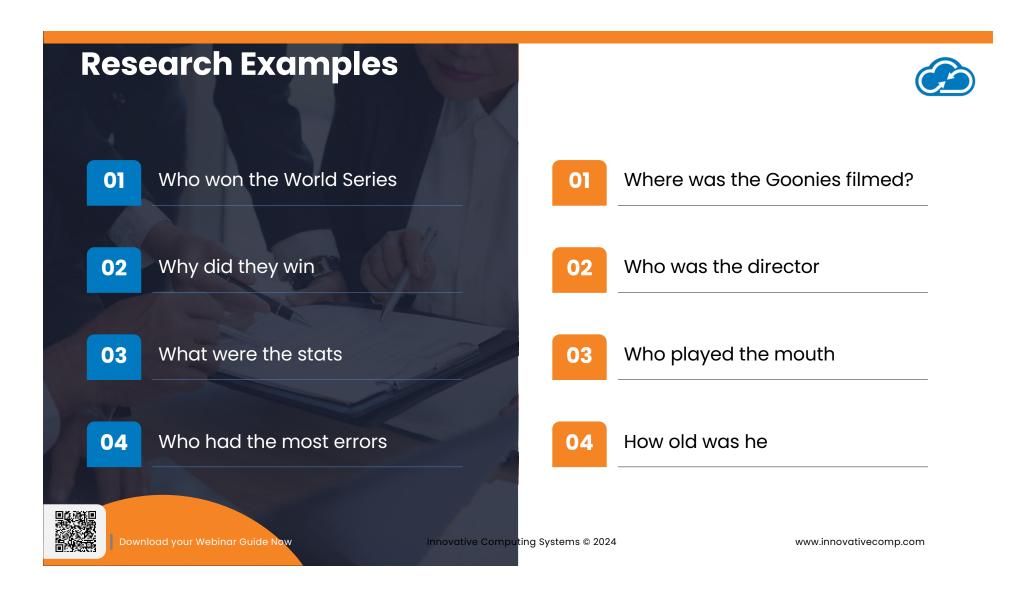
Use a New Chat each time you are talking about a different topic.



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V



Advanced Prompting



B	, C	8
Instruction	Context	Role or Persona
\$	C	E?
Examples	Output	Clarifying Questions



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