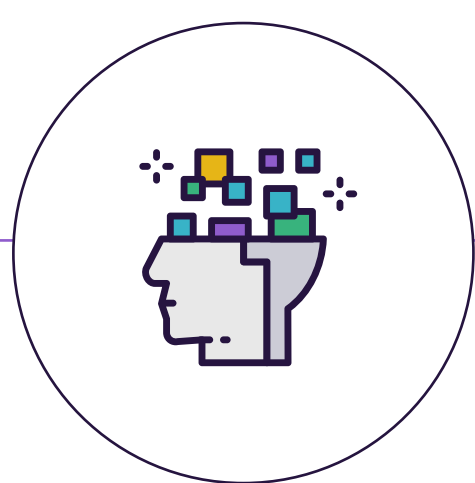


A Guide for Legal Teams and Lawyers to Get Started



Generative AI is revolutionizing the legal industry.

This guide provides a framework for adopting generative AI to help your legal team maximize business benefits while complying with ethical standards and ensuring data integrity.



PHASE
01

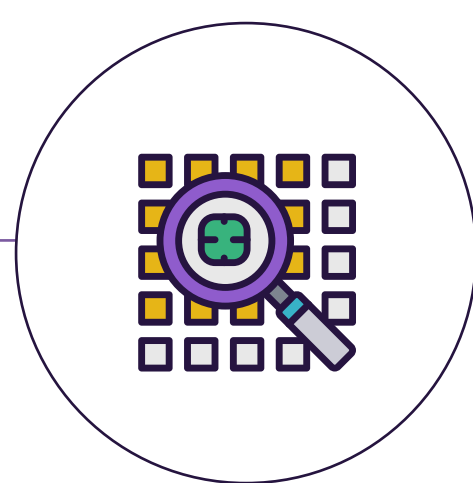
FORM AN AI TEAM

The AI Activators: Establish a cross-functional team with both legal and technical expertise.

Education: Ensure team members are informed about existing systems to ensure seamless AI integration.

Critical Questions:

- Who has the necessary interdisciplinary skills to contribute to our AI initiative?
- How will we ensure the chosen AI solution integrates with our existing technology infrastructure?



PHASE
02

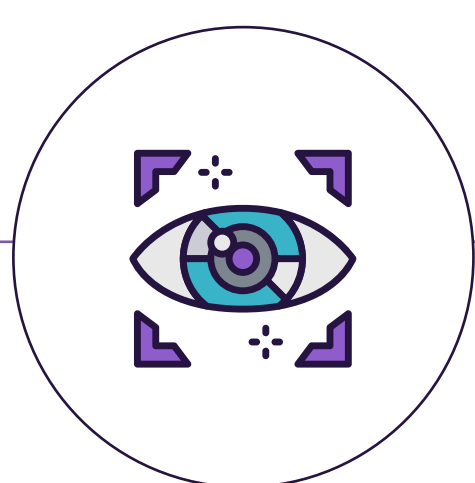
IDENTIFY & PRIORITIZE AI USE CASES

Pinpoint Tasks & Processes: Focus on time-intensive, error-prone, repetitive high-volume tasks with low complexity and large data set analyses.

Smart Adoption: Start with use cases that are easy to test and manage and have low compliance risk.

Critical Questions:

- When augmented with AI, which legal processes can enhance efficiency while upholding ethical standards?
- How will we evaluate and manage the data security and privacy risks associated with these AI applications?



PHASE
03

DESIGN A USE CASE

Framework: Include short-term and mid-term objectives for efficiency, accuracy, ethical use, and bias mitigation

Environment Exploration: Navigate the experiences one might encounter on their journey to adopting AI

Critical Questions:

- How will we measure the AI solution's impact on targeted legal processes in terms of efficiency and ethical considerations?
- What criteria will we use to assess the effectiveness of AI integration with existing systems?



PHASE
04

SELECT THE RIGHT GENAI SOLUTION

Industry & Technical Expertise: Ensure the vendor understands the legal domain and aligns with your current and future GenAI requirements.

Training and Support: Evaluate the GenAI training and support the vendor will provide.

Critical Questions:

- What is the vendors' expertise (technical and legal), and what is their GenAI roadmap?
- How does the vendor address their AI solutions' data security, privacy, and ethical considerations?



PHASE
05

ROLLOUT

Initiate an internal pilot program:

Focus on the selected use cases and roll out to a test group to identify areas of risk and opportunity.

Monitor: Track progress, identify risk areas and new opportunities, and smartly adjust for larger rollout.

Critical Questions:

- How effectively does the AI solution integrate with our legal processes and workflows?
- What adjustments are necessary, and what new use cases were identified?



PHASE
06

ASSESSMENT

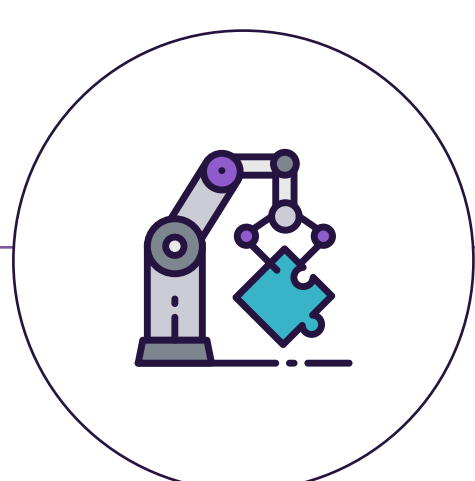
Evaluate overall performance:

Assess the overall performance based on the framework.

Review security and privacy measures: Ensure compliance with firm policies and regulations.

Critical Questions:

- What improvements in efficiency and accuracy have we observed, and how have we addressed ethical or bias issues?
- Are there additional security or privacy measures we need to implement based on the pilot's outcomes?



PHASE
07

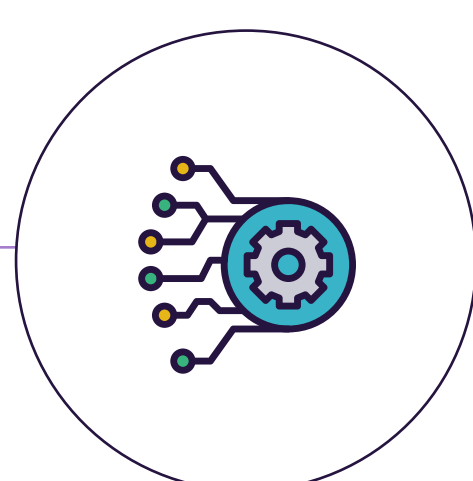
UPDATE POLICIES

Revise firm policies: Incorporate guidelines for ethical AI use, data security, and privacy.

Outline procedures for ongoing AI integration: Develop criteria for new use case selection and implementation.

Critical Questions:

- Which specific policies require updates to accommodate the ethical use of AI and ensure data security and privacy?
- How will we monitor and enforce compliance with these updated policies and procedures?



PHASE
08

RINSE & REPEAT

Refine framework: Using the updated framework based on key learnings, explore new GenAI use cases and/or expand current.

Continuously evaluate: Monitor security, integration opportunities, ethical impact, and legal operations.

Critical Questions:

- What lessons have we learned from the initial implementation, and how can they inform future AI projects?
- How will we ensure that ongoing and new AI initiatives continue to meet our standards for ethics, security, and system compatibility?