Introduction to Generative AI for Lawyers (theory and practice)

AIBL

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Geneva, 21 May 2024

Introduction and Agenda

1. Understanding Large Language Models

2. Use-Cases

3. The Good Prompt

4. Limitations

5. Confidentiality

6. Tools

7. Custom Instructions

8. Exercises

9. Q&A

Exercises:

1. Legal Research
2. Litigation Preparation
3. Negotiate a Clause
4. Write a letter to an opposing party
5. Draft a contract from scratch
6. Internal Investigation
7. Large Data Analysis
8. Crisis Management
9. Build a Custom Chat
10. Internal Memo

Understanding Large Language Models

– Speaking with a machine

– Natural Language Prompting

– Neural Network

– Output (based on statistics)

– The Hanna Exercise

Use Cases

- 🔨 Drafting (legal and non-legal)

- ✈ Organizing

- 🔍 Research

- 🖥 Translation

- 📊 Data Analysis

- 🖥 Coding

- 🚁 Sky is the limit...

The Good Prompt

– Prompt meaning: *providing textual input in order to generate an output* (from lat. *promptere* – to bring into light)

– The large language model is your **magic wand**. The prompt is the **spell**.

– Mastering the Good Prompt: learn by doing

– Know the limits

Limites

– Recent information

– Precise information under Swiss law

– Mistakes and Hallucinations

– Sources

– Langages

– Laziness

– Ethical Limitations

Confidentiality and Data Protection

- **Rule 1**: Do not share personal data

- **Rule 2**: Do not share information that can identify persons, trade secrets or confidential information

- **Rule 3**: Careful with copy-pasting and uploading

- **Rule 4**: Even more careful with external plugins

Tools

- Generic Tools:
    - ChatGPT (OpenAI)
    - Gemini (Google)
    - CoPilot (Microsoft)
    - Perplexity.ai

- Specific Tools:
    - CoCounsel
    - Luminance
    - Kira
    - Harvey

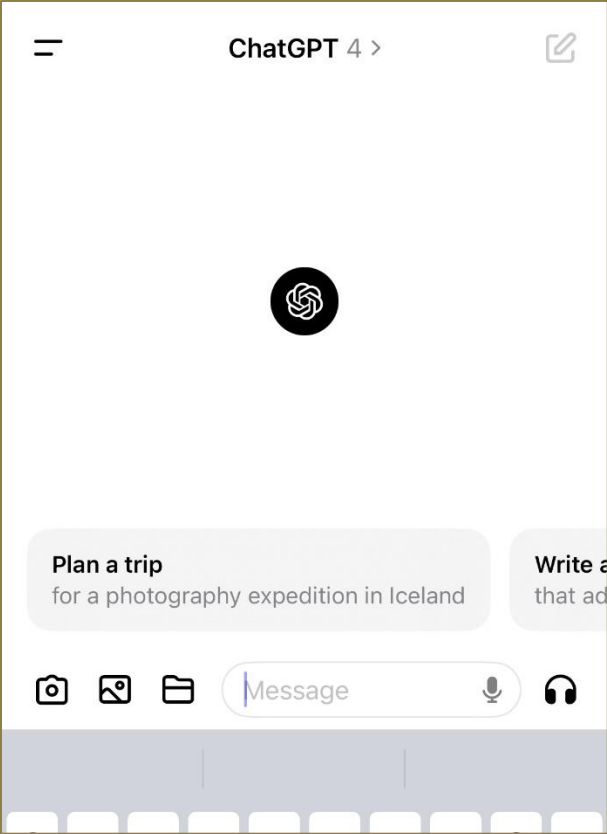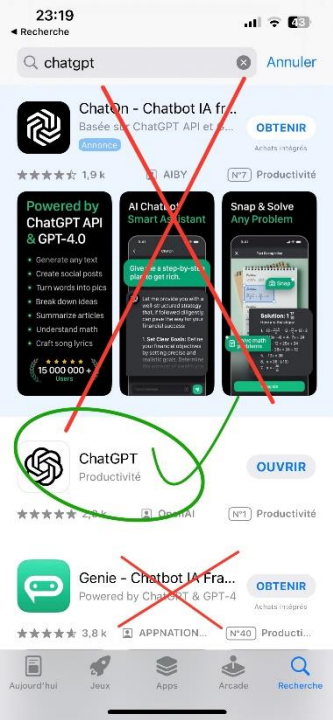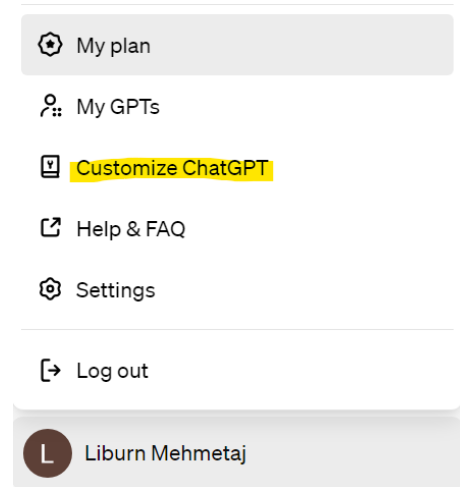# Importance of the Model

GPT 3.5

GPT 4

GPT 4o

GPT 5 ?

Mobile Version

Custom Instructions

– Custom instructions let you share anything you would like your LLM to consider in its response

– Your instructions will be added to all new conversations

– Material instructions

– Formatting instructions

– Follow-up instructions

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Example of Custom Instructions

Formatting:

– Avoid: can't, won't, didn't, and isn't ; use can not, will not, did not, and is not, etc.

– When showing changes made to a text, always strike-out the text removed, and show in bold the text added

Deleting Unhelpful Texts:

– Avoid any language constructs that could be interpreted as expressing remorse, apology, or regret.

– Refrain from disclaimers about you not being a professional or expert.

– Keep responses unique and free of repetition.

– Never suggest seeking information from elsewhere.

Content:

– I like creative response, and rather long when asked an analytic or creative task such as a marketing presentation.

– I like short and direct responses when asking for a response in email format.

– Always focus on the key points in my questions to determine my intent.

– Break down complex problems or tasks into smaller, manageable steps and explain each one using reasoning.

– Provide multiple perspectives or solutions.

– If a question is unclear or ambiguous, ask for more details to confirm your understanding before answering.

Follow-up:

– If a mistake is made in a previous response, recognize and correct it.

– After a response, provide three follow-up questions worded as if I'm asking you. Format in bold as Q1, Q2, and Q3. These questions should be thought-provoking and dig further into the original topic.

Exercices

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Q&A

– Should we ban/regulate the use of AI?

– Are the free versions sufficient?

– Should we have a library of prompts?

– What is the best tool?

– Should we inform third-parties that we are using artificial intelligence?

– Will we be replaced by ChatGPT?

– Is it fine to ask external counsel to review what we prepared internally using AI?

– Can I ask external counsel to use / not use AI?

Advanced Prompting for Lawyers

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Geneva, 25 June 2024

Prompt Elements

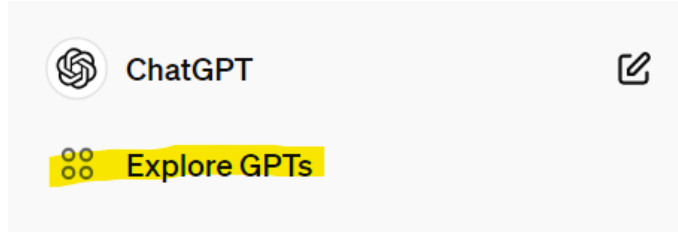| Element	Example
Role	you are a lawyer in Switzerland, you are the legal counsel of Party B, you are a speaker at a legal conference, you are a marketing expert, a human ressources manager, a compliance officer, a lobbyist for legal reform
Command	draft, prepare, describe, explain, summarize, research, organize, list, rewrite, make it better
Ouput	email, contract, preamble, clause, list, speech, paragraph, bullet points, table, code
Length	20 minutes speech, 3 pages, 10 slides, longer, shorter
Style	Be more creative, polite, subtle, balanced, engaging, educational, argumentative

Machine Dialogue

Element	Example
Refining	correct this, add this, remove this, make it better, less aggressive, more to-the-point, simplify the language, add more details, focus the message, enhance readability, increase conciseness, clarify ambiguities, revise for tone, improve the structure
Role-Play	What do you need from me to […]? Tell me what you need to generate a […]. Ask me 10 questions to understand the case and then generate […].
Examples	Here is an example of email I wrote. Draft something similar with the following facts: […]
Feeding	Read this, and I will give you instructions later: [copy-paste text]
Bonus	Explain this to a 4, 6, 10 years old

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Custom Chats

– Custom instructions saved in a chat that you can re-use later

– Possible to feed with documents which remain saved

– Possible to share with colleagues or the public

Exercices

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2. **Litigation Preparation**

3. **Negotiate a Clause**

4. **Write a letter to an opposing party**

5. **Draft a contract from scratch**

6. **Internal Investigation**

7. **Large Data Analysis**

8. **Crisis Management**

9. **Build a Custom Chat**

10. **Internal Memo**