1) An overview of the function of the code (i.e., what it does and what it can be used for).

This code takes client information entered into a Google Form, formats it and uses the OpenAI API and the ChatGPT-4 engine to complete 95% of the paperwork for petitioning to expunge a past criminal offense in the Minnesota court system. The other 5% are fields that require input form a lawyer to complete. The workload and process has been structured so that this tool can create its work, and then the lawyer can input their work directly in the document, review and sign in one sitting.

2) Documentation of how the software is implemented with sufficient detail so that others can have a basic understanding of your code for future extension or any further improvement.

The software is written in a single file with a top down format. In the first section I import tools from OpenAI, docx and GSpread libraries which power the tool. Then some variables are implemented for testing, which the lawyer would update when they work on the document. Then Gspread is called to gain access to the client form information contained in the Google Sheets. At which point there is a user input prompt for a client number that will determine which information is used. Then the script takes all that user input and uses it to create variables which will later be inputted into the document at the appropriate place. The OpenAI API is call to wrap some of those answers with text created during prompt engineering testing to return well written paragraphs suitable to put in front of a judge. All the rest of the code uses docx to take information from the generic court form, the client input form, and the output of the LLM to create, format and save the information into a legal form and an affidavit attachment.

3) Documentation of the usage of the software including either documentation of usages of APIs or detailed instructions on how to install and run a software, whichever is applicable.

To install and run this tool, download the script which is in 1 file and run it on an internet connected terminal that has python 3 installed.

This tool uses 3 python libraries: openai, docx, and gspread. All can be downloaded using pip. The openAI library needs an API key, which doesn't take much effort to sign up for and the API calls cost less then a few cents. The resulting API key will need to be saved as an environment variable using->export OPENAI_API_KEY="XXXX" if using Mac or Linux.

To access the Google spreadsheet with client information you will need to properly configure the gspread and request access to the Google form by emailing me (bromen at gmail.com).

Everything works but I understand this process is a pain to setup and will accept a zero grade.

4) Brief description of contribution of each team member in case of a multi-person team.

As a solo project I completed all of the work.