



2023 Joint IOLTA Conference
Columbus, OH
November 3, 2023

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40 Tech Tips / Practical AI

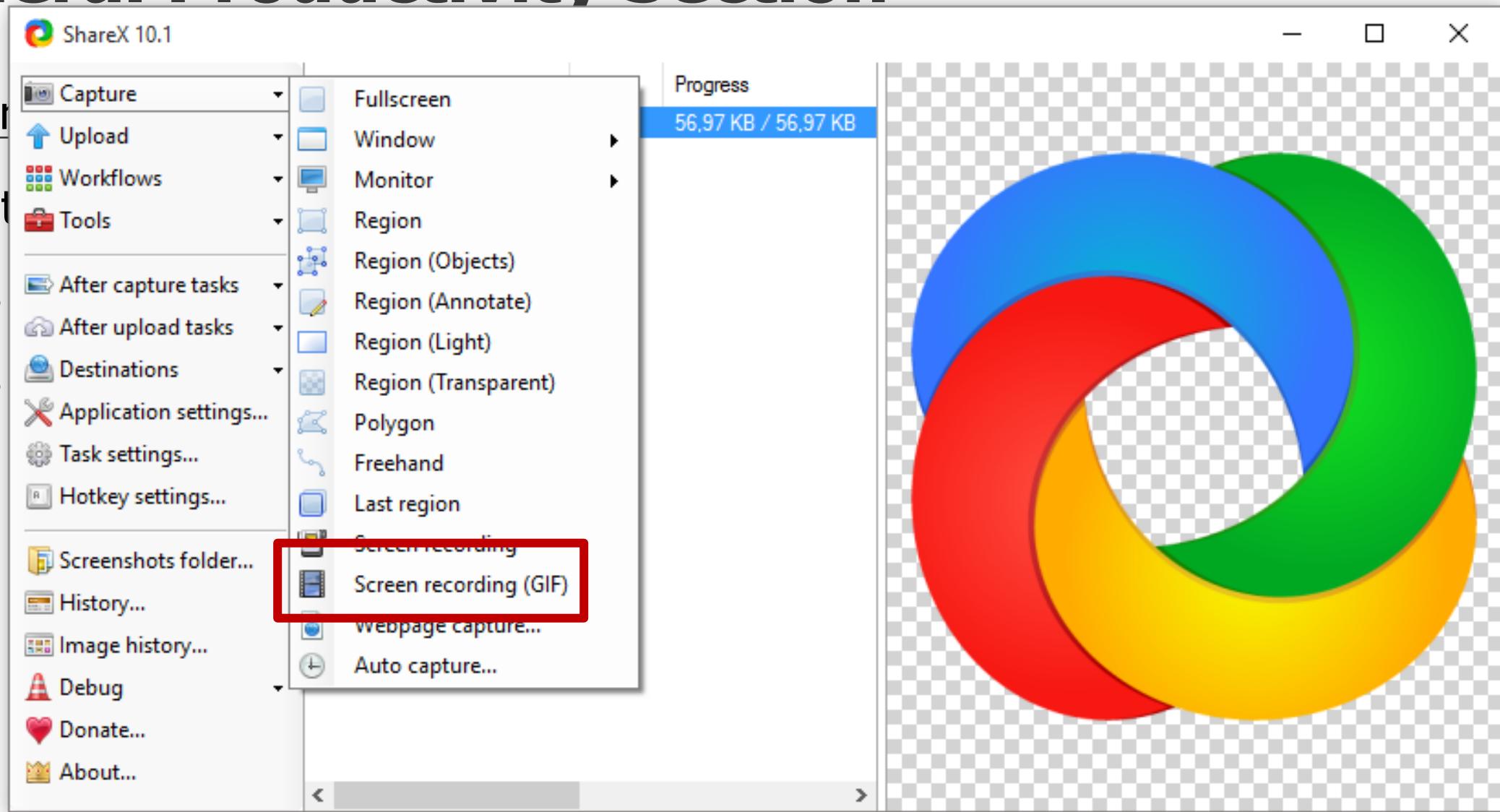
IDEAS TO IMPROVE DAILY EFFICIENCY

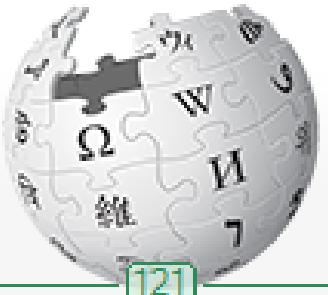
Roadmap

- General tech tips and tricks
- Artificial Intelligence Description
 - Large Language Models
- AI tools
- Discussion

General Productivity Section

- Share
- Capture





121
WIKIPEDIA

The Free Encyclopedia

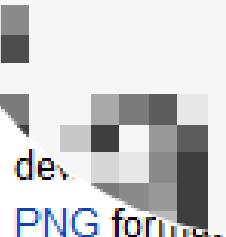
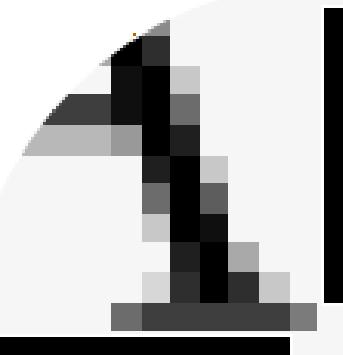
Main page
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Article Talk

Screenshot

From Wikipedia, the free encyclopedia



↳ [Screenshot](#).

This article **needs addition**.
Material may be [challenged](#).

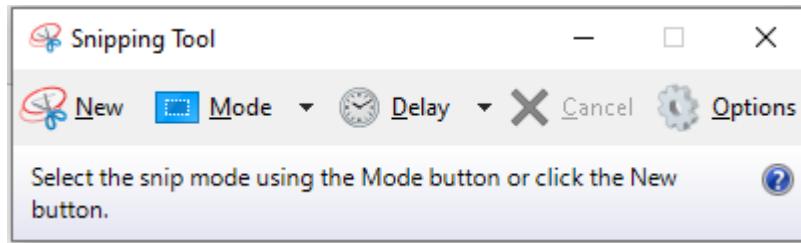
is article's **tone or style**.
Suggestions. (March 2009)

(or [screen-cap](#)), [screencast](#) or [video recording](#) to record the visible items on a computer screen. An operating system or software application's output of the display (such as a window) is called a [screenshot](#).

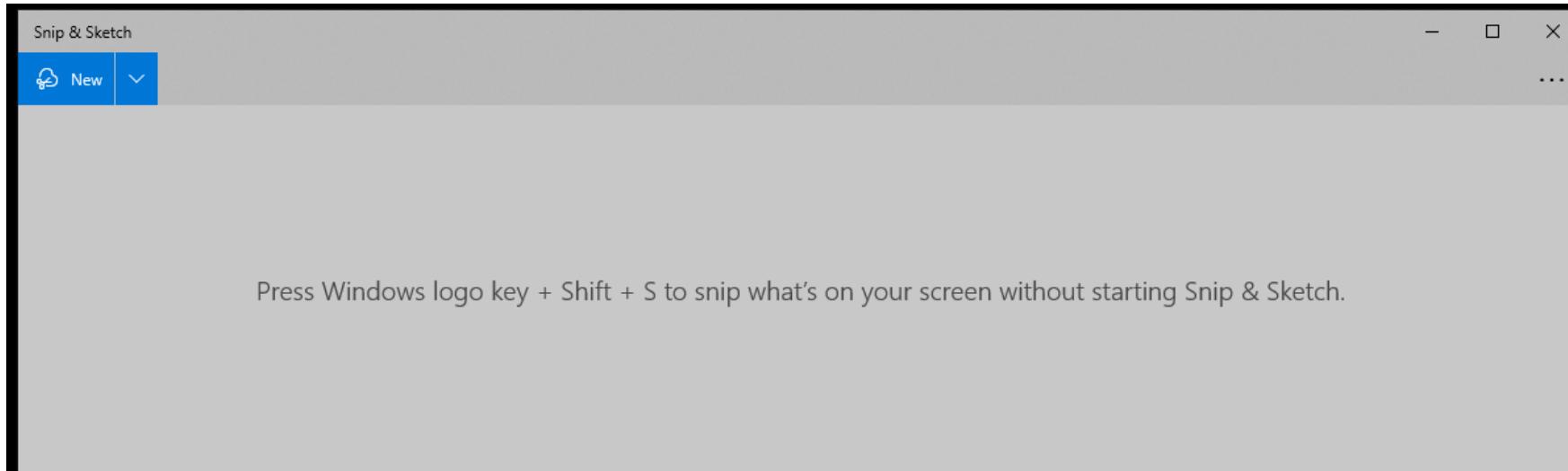
Screenshots can be used to demonstrate a program, a page, or a user interface to others or archived. For example, after being emailed,

General Productivity section

Snipping Tool (Press the Windows key and start typing Snip)



Snip & Sketch (Windows key + Shift + S)



General Productivity section

PDFTool

The screenshot shows the PDFTool website interface. At the top, there's a navigation bar with a wrench icon and the word "Home". On the right side of the header is a purple "Install App" button with a download icon, which is highlighted with a red rectangular box. Below the header, the main content area has a dark background with the "PDFTool" logo in orange. To the left, there's a sidebar with three items: "Encrypt PDF" (with a lock icon), "Rotate PDF" (with a circular arrow icon), and "OCR detection" (with a document icon). The main content area features a purple button with a question mark icon. To its right, the text reads: "Don't believe us? We know that websites on the internet promise a lot of stuff. You can try our promise by yourself. Load the webpage of the tool you want to use, disable your internet connection and start editing PDFs. You are gonna be surprised." The entire screenshot is framed by a thin black border.

General Previews

Print Friendly and PDF (ht)

The screenshot shows a browser window with a 'Print Friendly and PDF' interface. The main content is a news article from nytimes.com titled 'ChatGPT Is Banned in Italy Over Privacy Concerns'. The sidebar on the left contains a form with fields like 'PRODUCT PART NO.', 'DESCRIPTION', 'QTY/WC', 'PRODUCTION JOB NO.', 'TENDER', 'GENERATOR', 'DEPT./NORM. CATE. NO.', 'PL. NO.', 'REASON', 'DISPOSITION', 'CHANGE TO', 'ITEM NUMBER', 'INSPECTED BY', 'DATE APPROVED BY', and 'DATE'. Below the form is a small image of a hand holding a yellow sticky note. The right side of the sidebar features an advertisement for 'ChatGPT Privacy Control' with the text 'The action by Italy is the first instance of the cl...' and a small image of a city skyline.

The screenshot shows a browser window displaying the full news article from nytimes.com. The title is 'ChatGPT Is Banned in Italy Over Privacy Concerns'. The article discusses how Italy's data protection authority banned ChatGPT due to privacy concerns, stating that OpenAI unlawfully collected personal data from users and did not have an age-verification system. It notes that Italy is the first government to ban ChatGPT. The article also mentions that more than 1,000 technology leaders and researchers called for a moratorium on advanced AI development. It details a March 20 data breach and OpenAI's statement that it had disabled ChatGPT in Italy. The article concludes with a quote from the chatbot itself.

ChatGPT Is Banned in Italy Over Privacy Concerns

nytimes.com/2023/03/31/technology/chatgpt-italy-ban.html

March 31, 2023

The artificial intelligence tool ChatGPT was temporarily banned in Italy on Friday, the first known instance of the chatbot being blocked by a government order.

Italy's data protection authority said OpenAI, the California company that makes ChatGPT, unlawfully collected personal data from users and did not have an age-verification system in place to prevent minors from being exposed to illicit material.

Italy is the first government to ban ChatGPT as a result of privacy concerns. In China, North Korea, Russia and Iran, the service is unavailable because OpenAI decided not to make it accessible.

Italy's decision is a sign of the policy challenges emerging for the developers of cutting-edge A.I. after the release of ChatGPT. The program has dazzled users with its ability to draft essays, engage in humanlike conversations and perform more complex tasks like writing computer code, but it has raised alarms about the spread of misinformation, the effects on employment and broader risks to society.

This week, more than 1,000 technology leaders and researchers called for a moratorium on development of the most advanced A.I. systems so that safety policies could be put in place. The Center for A.I. and Digital Policy, an advocacy group pushing for the ethical use of technology, has asked the U.S. Federal Trade Commission to block OpenAI from releasing new commercial versions of ChatGPT.

In Italy, regulators have told OpenAI to block internet users in the country from gaining access to ChatGPT until the company turns over additional information. The company has 20 days to provide the agency with the material and possible remedies before a final decision can be made about the future of the product in the country.

Regulators cited a March 20 data breach that exposed conversations and the payment details of some users. The agency said OpenAI could be fined up to 20 million euros (about \$22 million) or 4 percent of its worldwide annual revenue.

In a statement, OpenAI said it had disabled ChatGPT for users in Italy and that it was committed to protecting people's privacy.

"We actively work to reduce personal data in training our A.I. systems like ChatGPT because we want our A.I. to learn about the world, not about private individuals," the company said. "We also believe that A.I. regulation is necessary."

As of 5 p.m. on Friday in Italy, word had not yet reached the chatbot that it would be blocked in the country. When asked by a user there if it would be banned in Italy because of privacy concerns, ChatGPT replied, "There should be no concerns."

"I am an artificial intelligence language model that can be accessed from anywhere in the world as long as there is an internet connection," the chatbot said.

General

SingleFile



SingleFile

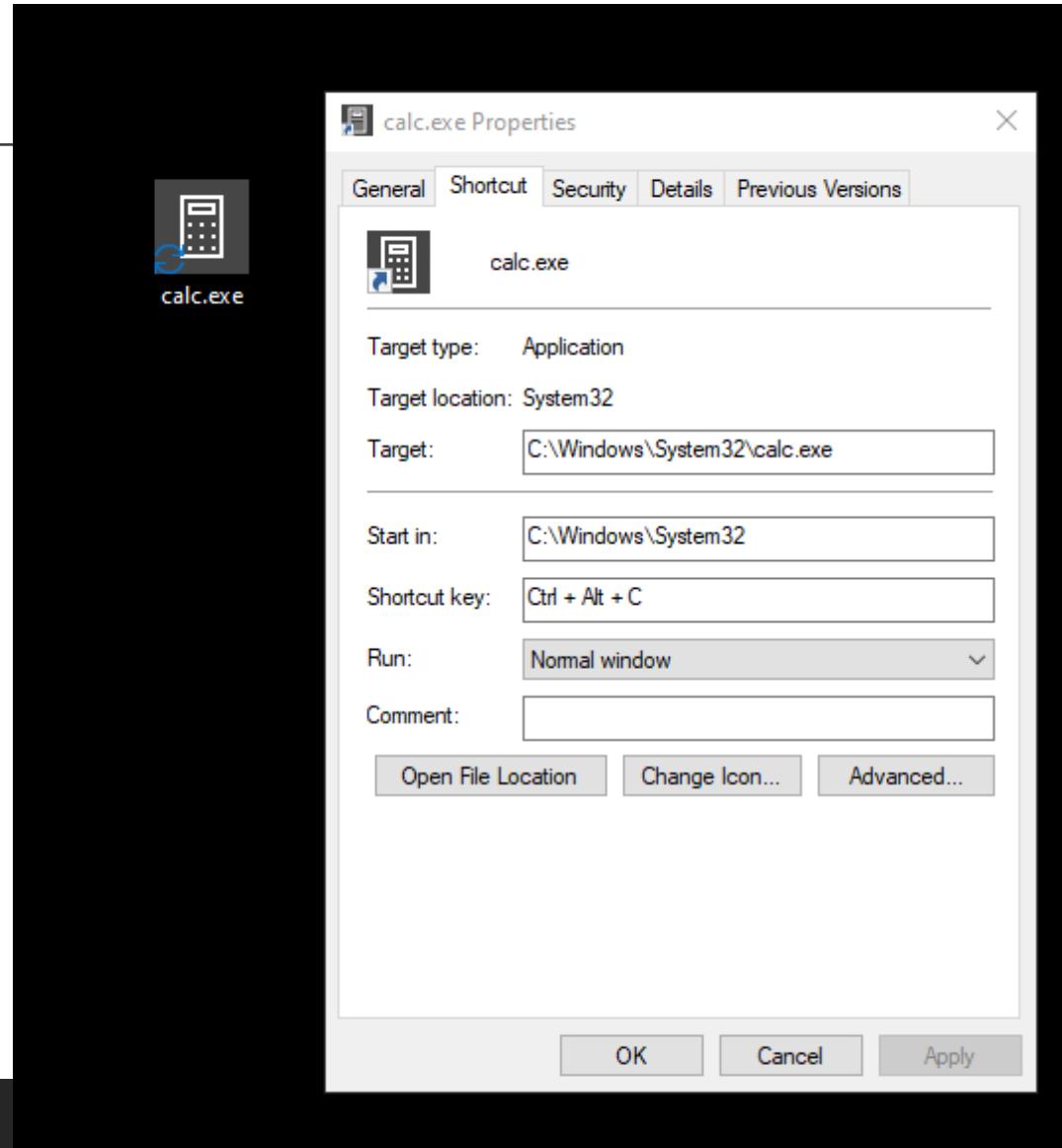
General Windows Shortcuts

Keyboard Shortcut	Function
Windows Key	Open/close Start menu
	Launch apps or search files
	Open Action Center
	Minimize/Maximize all windows
	Open File Explorer
	Open Setting App
	Lock the PC
	Open Task View
	Snap current window right
	Snap current window left
	Undo an action

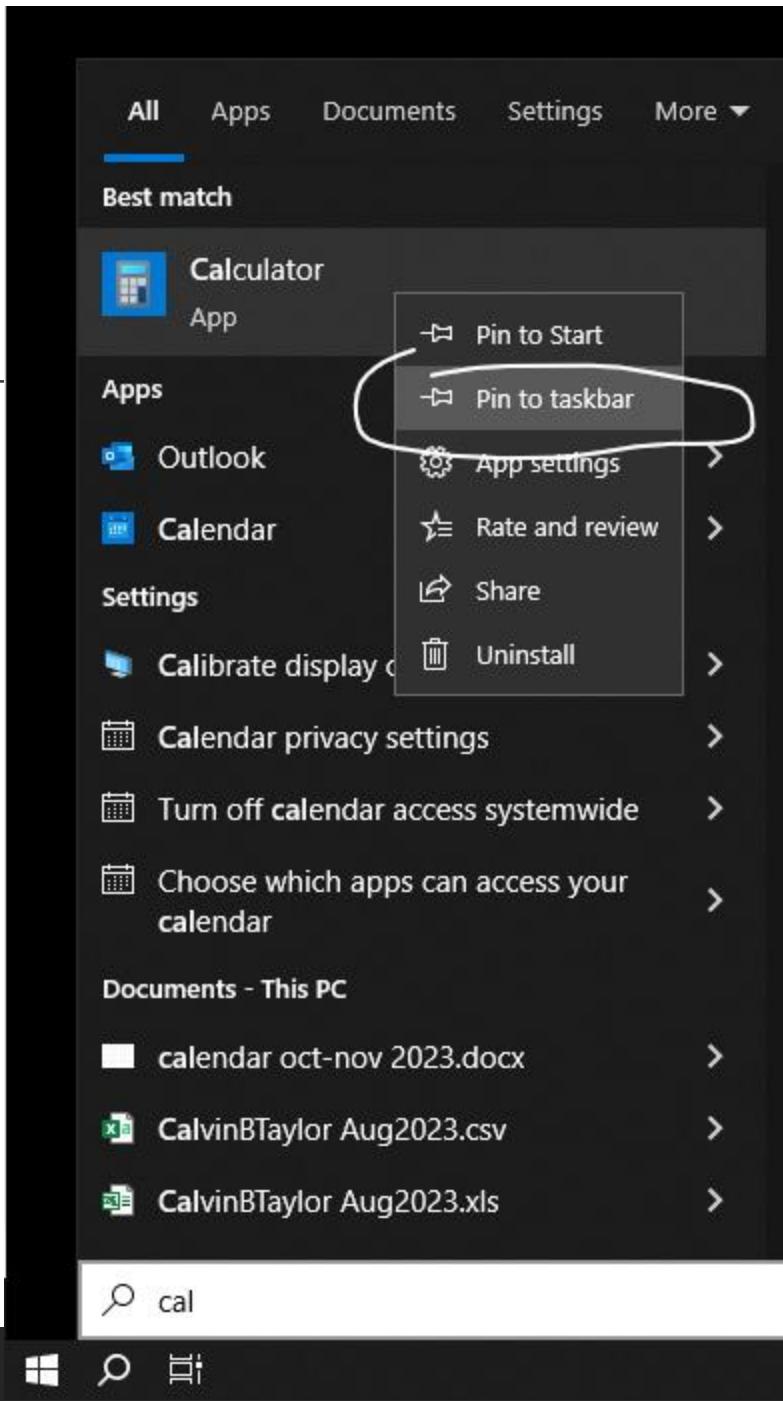
General Productivity section

**Make your own shortcut key
(Ctrl + Alt + you pick)**

1. Place a shortcut to your favorite folder, file, or program on the desktop
2. Right-click; Properties; Shortcut; Shortcut key; Apply



Or just pin it to the taskbar...



Dave

General Productivity section

Excel Shortcut – see your data

The screenshot shows a Microsoft Excel spreadsheet titled "N6" in the top-left corner. The ribbon menu is visible at the top, with "Home" selected. The toolbar includes standard functions like Cut, Copy, Paste, Font, Alignment, Number, Conditional Formatting, Format as Table, and Styles. The main content is a data table with approximately 40 rows and 20 columns. The columns are labeled from A to P, and the rows are numbered 1 to 40. The data includes fields such as Segment, Country, Product, Discount Band, Units Sold, Manufacturer, Sale Price, Gross Sales, Discounts, Sales, COGS, Profit, Date, Month Number, Month Name, and Year. Some cells contain numerical values (e.g., 1618.5, 30,216.00) and others contain text (e.g., "Carretera", "None"). The "Profit" column contains several "# #####" entries, indicating that the profit values are too large to fit in the standard cell width.

Segment	Country	Product	Discount Band	Units Sold	Manufacturer	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit	Date	Month Number	Month Name	Year
Government	Canada	Carretera	None	1618.5	\$ 3.00	\$ 20.00	\$ 32,370.00	\$ -	\$ 32,370.00	\$ 16,185.00	\$ 16,185.00	1/1/2014	1	January	2014
Government	Germany	Carretera	None	1321	\$ 3.00	\$ 20.00	\$ 26,420.00	\$ -	\$ 26,420.00	\$ 13,210.00	\$ 13,210.00	1/1/2014	1	January	2014
Midmarket	France	Carretera	None	2178	\$ 3.00	\$ 15.00	\$ 32,670.00	\$ -	\$ 32,670.00	\$ 21,780.00	\$ 10,890.00	6/1/2014	6	June	2014
Midmarket	Germany	Carretera	None	888	\$ 3.00	\$ 15.00	\$ 13,320.00	\$ -	\$ 13,320.00	\$ 8,880.00	\$ 4,440.00	6/1/2014	6	June	2014
Midmarket	Mexico	Carretera	None	2470	\$ 3.00	\$ 15.00	\$ 37,050.00	\$ -	\$ 37,050.00	\$ 24,700.00	\$ 12,350.00	6/1/2014	6	June	2014
Government	Germany	Carretera	None	1513	\$ 3.00	\$ 350.00	\$ 529,550.00	\$ -	\$ 529,550.00	#####	\$ 136,170.00	12/1/2014	12	December	2014
Midmarket	Germany	Montana	None	921	\$ 5.00	\$ 15.00	\$ 13,815.00	\$ -	\$ 13,815.00	\$ 9,210.00	\$ 4,605.00	3/1/2014	3	March	2014
Channel Partners	Canada	Montana	None	2518	\$ 5.00	\$ 12.00	\$ 30,216.00	\$ -	\$ 30,216.00	\$ 7,554.00	\$ 22,662.00	6/1/2014	6	June	2014
Government	France	Montana	None	1899	\$ 5.00	\$ 20.00	\$ 37,980.00	\$ -	\$ 37,980.00	\$ 18,990.00	\$ 18,990.00	6/1/2014	6	June	2014
Channel Partners	Germany	Montana	None	1545	\$ 5.00	\$ 12.00	\$ 18,540.00	\$ -	\$ 18,540.00	\$ 4,635.00	\$ 13,905.00	6/1/2014	6	June	2014
Midmarket	Mexico	Montana	None	2470	\$ 5.00	\$ 15.00	\$ 37,050.00	\$ -	\$ 37,050.00	\$ 24,700.00	\$ 12,350.00	6/1/2014	6	June	2014
Enterprise	Canada	Montana	None	2665.5	\$ 5.00	\$ 125.00	\$ 333,187.50	\$ -	\$ 333,187.50	#####	\$ 13,327.50	7/1/2014	7	July	2014
Small Business	Mexico	Montana	None	958	\$ 5.00	\$ 300.00	\$ 287,400.00	\$ -	\$ 287,400.00	#####	\$ 47,900.00	8/1/2014	8	August	2014
Government	Germany	Montana	None	2146	\$ 5.00	\$ 7.00	\$ 15,022.00	\$ -	\$ 15,022.00	\$ 10,730.00	\$ 4,292.00	9/1/2014	9	September	2014
Enterprise	Canada	Montana	None	345	\$ 5.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00	10/1/2013	10	October	2013
Midmarket	United States of America	Montana	None	615	\$ 5.00	\$ 15.00	\$ 9,225.00	\$ -	\$ 9,225.00	\$ 6,150.00	\$ 3,075.00	12/1/2014	12	December	2014
Government	Canada	Paseo	None	292	\$ 10.00	\$ 20.00	\$ 5,840.00	\$ -	\$ 5,840.00	\$ 2,920.00	\$ 2,920.00	2/1/2014	2	February	2014
Midmarket	Mexico	Paseo	None	974	\$ 10.00	\$ 15.00	\$ 14,610.00	\$ -	\$ 14,610.00	\$ 9,740.00	\$ 4,870.00	2/1/2014	2	February	2014
Channel Partners	Canada	Paseo	None	2518	\$ 10.00	\$ 12.00	\$ 30,216.00	\$ -	\$ 30,216.00	\$ 7,554.00	\$ 22,662.00	6/1/2014	6	June	2014
Government	Germany	Paseo	None	1006	\$ 10.00	\$ 350.00	\$ 352,100.00	\$ -	\$ 352,100.00	#####	\$ 90,540.00	6/1/2014	6	June	2014
Channel Partners	Germany	Paseo	None	367	\$ 10.00	\$ 12.00	\$ 4,404.00	\$ -	\$ 4,404.00	\$ 1,101.00	\$ 3,303.00	7/1/2014	7	July	2014
Government	Mexico	Paseo	None	883	\$ 10.00	\$ 7.00	\$ 6,181.00	\$ -	\$ 6,181.00	\$ 4,415.00	\$ 1,766.00	8/1/2014	8	August	2014
Midmarket	France	Paseo	None	549	\$ 10.00	\$ 15.00	\$ 8,235.00	\$ -	\$ 8,235.00	\$ 5,490.00	\$ 2,745.00	9/1/2013	9	September	2013
Small Business	Mexico	Paseo	None	788	\$ 10.00	\$ 300.00	\$ 236,400.00	\$ -	\$ 236,400.00	#####	\$ 39,400.00	9/1/2013	9	September	2013
Midmarket	Mexico	Paseo	None	2472	\$ 10.00	\$ 15.00	\$ 37,080.00	\$ -	\$ 37,080.00	\$ 24,720.00	\$ 12,360.00	9/1/2014	9	September	2014
Government	United States of America	Paseo	None	1143	\$ 10.00	\$ 7.00	\$ 8,001.00	\$ -	\$ 8,001.00	\$ 5,715.00	\$ 2,286.00	10/1/2014	10	October	2014
Government	Canada	Paseo	None	1725	\$ 10.00	\$ 350.00	\$ 603,750.00	\$ -	\$ 603,750.00	#####	\$ 155,250.00	11/1/2013	11	November	2013
Channel Partners	United States of America	Paseo	None	912	\$ 10.00	\$ 12.00	\$ 10,944.00	\$ -	\$ 10,944.00	\$ 2,736.00	\$ 8,208.00	11/1/2013	11	November	2013
Midmarket	Canada	Paseo	None	2152	\$ 10.00	\$ 15.00	\$ 32,280.00	\$ -	\$ 32,280.00	\$ 21,520.00	\$ 10,760.00	12/1/2013	12	December	2013
Government	Canada	Paseo	None	1817	\$ 10.00	\$ 20.00	\$ 36,340.00	\$ -	\$ 36,340.00	\$ 18,170.00	\$ 18,170.00	12/1/2014	12	December	2014
Government	Germany	Paseo	None	1513	\$ 10.00	\$ 350.00	\$ 529,550.00	\$ -	\$ 529,550.00	#####	\$ 136,170.00	12/1/2014	12	December	2014
Government	Mexico	Velo	None	1493	\$ 12.00	\$ 7.00	\$ 10,451.00	\$ -	\$ 10,451.00	\$ 7,465.00	\$ 2,986.00	1/1/2014	1	January	2014
Enterprise	France	Velo	None	1804	\$ 12.00	\$ 125.00	\$ 225,500.00	\$ -	\$ 225,500.00	#####	\$ 9,020.00	2/1/2014	2	February	2014
Channel Partners	Germany	Velo	None	2161	\$ 12.00	\$ 12.00	\$ 25,932.00	\$ -	\$ 25,932.00	\$ 6,483.00	\$ 19,449.00	3/1/2014	3	March	2014
Government	Germany	Velo	None	1006	\$ 12.00	\$ 350.00	\$ 352,100.00	\$ -	\$ 352,100.00	#####	\$ 90,540.00	6/1/2014	6	June	2014
Channel Partners	Germany	Velo	None	1545	\$ 12.00	\$ 12.00	\$ 18,540.00	\$ -	\$ 18,540.00	\$ 4,635.00	\$ 13,905.00	6/1/2014	6	June	2014
Enterprise	United States of America	Velo	None	2821	\$ 12.00	\$ 125.00	\$ 352,625.00	\$ -	\$ 352,625.00	#####	\$ 14,105.00	8/1/2014	8	August	2014
Enterprise	Canada	Velo	None	345	\$ 12.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00	10/1/2013	10	October	2013

General Productivity section

Excel Shortcut – see your data

1. Ctrl + A

The screenshot shows a Microsoft Excel spreadsheet titled "Carretera". The table has approximately 25 columns and over 50 rows of data. The columns are labeled from A to P, with some specific headers like "Segment", "Country", "Product", "Discount Band", "Units Sold", "Manufactur", "Sale Price", "Gross Sales", "Discounts", "Sales", "COGS", "Profit", "Date", "Month Number", "Month Name", and "Year". The data includes various categories such as Government, Midmarket, Channel Partners, and Small Business across different countries like Canada, Germany, France, Mexico, and the United States. The "Profit" column contains many "# #####" entries, indicating numerical values that are too large to fit in the standard cell width.

Segment	Country	Product	Discount Band	Units Sold	Manufactur	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit	Date	Month Number	Month Name	Year
Government	Canada	Carretera	None	16185	\$ 3.00	\$ 20.00	\$ 32,370.00	\$ -	\$ 32,370.00	\$ 16,185.00	\$ 16,185.00	1/1/2014	1	January	2014
Government	Germany	Carretera	None	1321	\$ 3.00	\$ 20.00	\$ 26,420.00	\$ -	\$ 26,420.00	\$ 13,210.00	\$ 13,210.00	1/1/2014	1	January	2014
Midmarket	France	Carretera	None	2178	\$ 3.00	\$ 15.00	\$ 32,670.00	\$ -	\$ 32,670.00	\$ 21,780.00	\$ 10,890.00	6/1/2014	6	June	2014
Midmarket	Germany	Carretera	None	888	\$ 3.00	\$ 15.00	\$ 13,320.00	\$ -	\$ 13,320.00	\$ 8,880.00	\$ 4,440.00	6/1/2014	6	June	2014
Midmarket	Mexico	Carretera	None	2470	\$ 3.00	\$ 15.00	\$ 37,050.00	\$ -	\$ 37,050.00	\$ 24,700.00	\$ 12,350.00	6/1/2014	6	June	2014
Government	Germany	Carretera	None	1513	\$ 3.00	\$ 35.00	\$ 529,550.00	\$ -	\$ 529,550.00	#####	\$ 136,170.00	12/1/2014	12	December	2014
Midmarket	Germany	Montana	None	921	\$ 5.00	\$ 15.00	\$ 13,815.00	\$ -	\$ 13,815.00	\$ 9,210.00	\$ 4,605.00	3/1/2014	3	March	2014
Channel Partners	Canada	Montana	None	2518	\$ 5.00	\$ 12.00	\$ 30,216.00	\$ -	\$ 30,216.00	\$ 7,554.00	\$ 22,662.00	6/1/2014	6	June	2014
Government	France	Montana	None	1899	\$ 5.00	\$ 20.00	\$ 37,980.00	\$ -	\$ 37,980.00	\$ 18,990.00	\$ 18,990.00	6/1/2014	6	June	2014
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Small Business	Mexico	Montana	None	958	\$ 5.00	\$ 300.00	\$ 287,400.00	\$ -	\$ 287,400.00	#####	\$ 47,900.00	8/1/2014	8	August	2014
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Midmarket	United States of America	Montana	None	615	\$ 5.00	\$ 15.00	\$ 9,225.00	\$ -	\$ 9,225.00	\$ 6,150.00	\$ 3,075.00	12/1/2014	12	December	2014
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Government	Canada	Paseo	None	1725	\$ 10.00	\$ 350.00	\$ 603,750.00	\$ -	\$ 603,750.00	#####	\$ 155,250.00	11/1/2013	11	November	2013
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Enterprise	Canada	Velo	None	345	\$ 120.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00	10/1/2013	10	October	2013
Small Business	Canada	VTT	None	2001	\$ 250.00	\$ 300.00	\$ 600,300.00	\$ -	\$ 600,300.00	#####	\$ 100,050.00	2/1/2014	2	February	2014
Channel Partners	Germany	VTT	None	2838	\$ 250.00	\$ 12.00	\$ 34,056.00	\$ -	\$ 34,056.00	\$ 8,514.00	\$ 25,542.00	4/1/2014	4	April	2014
Midmarket	France	VTT	None	2178	\$ 250.00	\$ 15.00	\$ 32,670.00	\$ -	\$ 32,670.00	\$ 21,780.00	\$ 10,890.00	6/1/2014	6	June	2014
Midmarket	France	VTT	None	1527	\$ 250.00	\$ 350.00	\$ 534,450.00	\$ -	\$ 534,450.00	#####	\$ 137,430.00	9/1/2013	9	September	2013
Small Business	France	VTT	None	2151	\$ 250.00	\$ 300.00	\$ 645,300.00	\$ -	\$ 645,300.00	#####	\$ 107,550.00	9/1/2014	9	September	2014
Government	Canada	VTT	None	1917	\$ 250.00	\$ 20.00	\$ 26,340.00	\$ -	\$ 26,340.00	\$ 19,170.00	\$ 19,170.00	12/1/2014	12	December	2014

General Productivity section

Excel Shortcut – see your data

1. Ctrl + A

2. Alt + HOA / Alt + HOI
(autofit height and width)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Segment	Country	Product	Discount	Unit	Manu	Sale P	Gross Sales	Discounts	Sales	COGS	Profit	Date	Month Na	Ye
2	Government	Canada	Carretera	None	1618.5	\$ 3.00	\$ 20.00	\$ 32,370.00	\$ -	\$ 32,370.00	\$ 16,185.00	\$ 16,185.00	1/1/2014	1 January	2014
3	Government	Germany	Carretera	None	1321	\$ 3.00	\$ 20.00	\$ 26,420.00	\$ -	\$ 26,420.00	\$ 13,210.00	\$ 13,210.00	1/1/2014	1 January	2014
4	Midmarket	France	Carretera	None	2178	\$ 3.00	\$ 15.00	\$ 32,670.00	\$ -	\$ 32,670.00	\$ 21,780.00	\$ 10,890.00	6/1/2014	6 June	2014
5	Midmarket	Germany	Carretera	None	888	\$ 3.00	\$ 15.00	\$ 13,320.00	\$ -	\$ 13,320.00	\$ 8,880.00	\$ 4,440.00	6/1/2014	6 June	2014
6	Midmarket	Mexico	Carretera	None	2470	\$ 3.00	\$ 15.00	\$ 37,050.00	\$ -	\$ 37,050.00	\$ 24,700.00	\$ 12,350.00	6/1/2014	6 June	2014
7	Government	Germany	Carretera	None	1513	\$ 3.00	\$ 350.00	\$ 529,550.00	\$ -	\$ 529,550.00	\$ 393,380.00	\$ 136,170.00	12/1/2014	12 December	2014
8	Midmarket	Germany	Montana	None	921	\$ 5.00	\$ 15.00	\$ 13,815.00	\$ -	\$ 13,815.00	\$ 9,210.00	\$ 4,605.00	3/1/2014	3 March	2014
9	Channel Partners	Canada	Montana	None	2518	\$ 5.00	\$ 12.00	\$ 30,216.00	\$ -	\$ 30,216.00	\$ 7,554.00	\$ 22,662.00	6/1/2014	6 June	2014
10	Government	France	Montana	None	1899	\$ 5.00	\$ 20.00	\$ 37,980.00	\$ -	\$ 37,980.00	\$ 18,990.00	\$ 18,990.00	6/1/2014	6 June	2014
11	Channel Partners	Germany	Montana	None	1545	\$ 5.00	\$ 12.00	\$ 18,540.00	\$ -	\$ 18,540.00	\$ 4,635.00	\$ 13,905.00	6/1/2014	6 June	2014
12	Midmarket	Mexico	Montana	None	2470	\$ 5.00	\$ 15.00	\$ 37,050.00	\$ -	\$ 37,050.00	\$ 24,700.00	\$ 12,350.00	6/1/2014	6 June	2014
13	Enterprise	Canada	Montana	None	2665.5	\$ 5.00	\$ 125.00	\$ 333,187.50	\$ -	\$ 333,187.50	\$ 319,860.00	\$ 13,327.50	7/1/2014	7 July	2014
14	Small Business	Mexico	Montana	None	958	\$ 5.00	\$ 300.00	\$ 287,400.00	\$ -	\$ 287,400.00	\$ 239,500.00	\$ 47,900.00	8/1/2014	8 August	2014
15	Government	Germany	Montana	None	2146	\$ 5.00	\$ 7.00	\$ 15,022.00	\$ -	\$ 15,022.00	\$ 10,730.00	\$ 4,292.00	9/1/2014	9 September	2014
16	Enterprise	Canada	Montana	None	345	\$ 5.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00	10/1/2013	10 October	2013
17	Midmarket	United States of America	Montana	None	615	\$ 5.00	\$ 15.00	\$ 9,225.00	\$ -	\$ 9,225.00	\$ 6,150.00	\$ 3,075.00	12/1/2014	12 December	2014
18	Government	Canada	Paseo	None	292	\$ 10.00	\$ 20.00	\$ 5,840.00	\$ -	\$ 5,840.00	\$ 2,920.00	\$ 2,920.00	2/1/2014	2 February	2014
19	Midmarket	Mexico	Paseo	None	974	\$ 10.00	\$ 15.00	\$ 14,610.00	\$ -	\$ 14,610.00	\$ 9,740.00	\$ 4,870.00	2/1/2014	2 February	2014
20	Channel Partners	Canada	Paseo	None	2518	\$ 10.00	\$ 12.00	\$ 30,216.00	\$ -	\$ 30,216.00	\$ 7,554.00	\$ 22,662.00	6/1/2014	6 June	2014
21	Government	Germany	Paseo	None	1006	\$ 10.00	\$ 350.00	\$ 352,100.00	\$ -	\$ 352,100.00	\$ 261,560.00	\$ 90,540.00	6/1/2014	6 June	2014
22	Channel Partners	Germany	Paseo	None	367	\$ 10.00	\$ 12.00	\$ 4,404.00	\$ -	\$ 4,404.00	\$ 1,101.00	\$ 3,303.00	7/1/2014	7 July	2014
23	Government	Mexico	Paseo	None	883	\$ 10.00	\$ 7.00	\$ 6,181.00	\$ -	\$ 6,181.00	\$ 4,415.00	\$ 1,766.00	8/1/2014	8 August	2014
24	Midmarket	France	Paseo	None	549	\$ 10.00	\$ 15.00	\$ 8,235.00	\$ -	\$ 8,235.00	\$ 5,490.00	\$ 2,745.00	9/1/2013	9 September	2013
25	Small Business	Mexico	Paseo	None	788	\$ 10.00	\$ 300.00	\$ 236,400.00	\$ -	\$ 236,400.00	\$ 197,000.00	\$ 39,400.00	9/1/2013	9 September	2013
26	Midmarket	Mexico	Paseo	None	2472	\$ 10.00	\$ 15.00	\$ 37,080.00	\$ -	\$ 37,080.00	\$ 24,720.00	\$ 12,360.00	9/1/2014	9 September	2014
27	Government	United States of America	Paseo	None	1143	\$ 10.00	\$ 7.00	\$ 8,001.00	\$ -	\$ 8,001.00	\$ 5,715.00	\$ 2,286.00	10/1/2014	10 October	2014
28	Government	Canada	Paseo	None	1725	\$ 10.00	\$ 350.00	\$ 603,750.00	\$ -	\$ 603,750.00	\$ 448,500.00	\$ 155,250.00	11/1/2013	11 November	2013
29	Channel Partners	United States of America	Paseo	None	912	\$ 10.00	\$ 12.00	\$ 10,944.00	\$ -	\$ 10,944.00	\$ 2,736.00	\$ 8,208.00	11/1/2013	11 November	2013
30	Midmarket	Canada	Paseo	None	2152	\$ 10.00	\$ 15.00	\$ 32,280.00	\$ -	\$ 32,280.00	\$ 21,520.00	\$ 10,760.00	12/1/2013	12 December	2013
31	Government	Canada	Paseo	None	1817	\$ 10.00	\$ 20.00	\$ 36,340.00	\$ -	\$ 36,340.00	\$ 18,170.00	\$ 18,170.00	12/1/2014	12 December	2014
32	Government	Germany	Paseo	None	1513	\$ 10.00	\$ 350.00	\$ 529,550.00	\$ -	\$ 529,550.00	\$ 393,380.00	\$ 136,170.00	12/1/2014	12 December	2014
33	Government	Mexico	Velo	None	1493	\$ 120.00	\$ 7.00	\$ 10,451.00	\$ -	\$ 10,451.00	\$ 7,465.00	\$ 2,986.00	1/1/2014	1 January	2014
34	Enterprise	France	Velo	None	1804	\$ 120.00	\$ 125.00	\$ 225,500.00	\$ -	\$ 225,500.00	\$ 216,480.00	\$ 9,020.00	2/1/2014	2 February	2014
35	Channel Partners	Germany	Velo	None	2161	\$ 120.00	\$ 12.00	\$ 25,932.00	\$ -	\$ 25,932.00	\$ 6,483.00	\$ 19,449.00	3/1/2014	3 March	2014
36	Government	Germany	Velo	None	1006	\$ 120.00	\$ 350.00	\$ 352,100.00	\$ -	\$ 352,100.00	\$ 261,560.00	\$ 90,540.00	6/1/2014	6 June	2014
37	Channel Partners	Germany	Velo	None	1545	\$ 120.00	\$ 12.00	\$ 18,540.00	\$ -	\$ 18,540.00	\$ 4,635.00	\$ 13,905.00	6/1/2014	6 June	2014
38	Enterprise	United States of America	Velo	None	2821	\$ 120.00	\$ 125.00	\$ 352,625.00	\$ -	\$ 352,625.00	\$ 338,520.00	\$ 14,105.00	8/1/2014	8 August	2014

General Productivity section

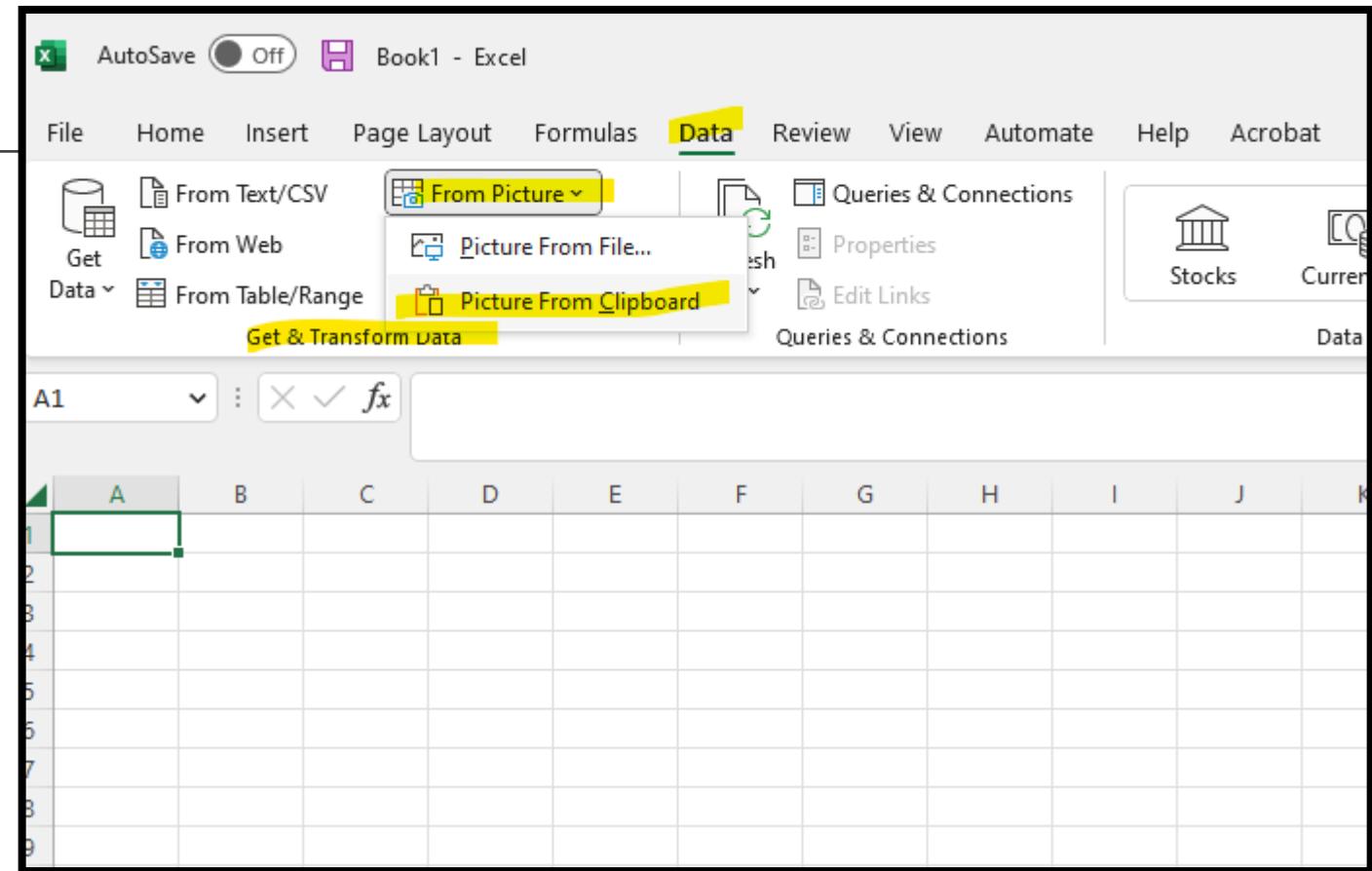
Moving data directly from PDF → Excel

\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0
\$50,000	\$79,078	\$129,078
\$3,200	\$14,800	\$18,000
\$72,600	\$216,410	\$289,010

General Productivity section

Moving data directly from PDF → Excel

\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0
\$50,000	\$79,078	\$129,078
\$3,200	\$14,800	\$18,000
\$72,600	\$216,410	\$289,010



General Productivity section

Moving data directly from PDF → Excel

Data from Picture		
\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0
\$50,000	\$79,078	\$129,078
	Insert Data	Review
\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0

Data from Picture

Data from Picture		
\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0
\$50,000	\$79,078	\$129,078

Insert Data Review

\$0

Accept Close

General

Proposed Rules Changes and Recent Rules Orders

216th Report

Moving date

Report	Submitted to the Supreme Court	Date of Court's Open Meeting	Rules Order Document
216th Report  PDF	04/19/2023 Note: Comment period ends 05-03-23	05/05/2023 @ 2:00 pm See NOTICE	

215th Report

Insert Data

Review



Proposed Rules Changes and Recent Rules Orders 216th Report

Report	Submitted	the	Date Of Court's Open Meeting	Rules Order Document
	Supreme Court			
216th Report	04/19/2023		05/05/2023 @ 2:00	
R PDF	Note: Comment period ends 05-03-23		pm See NOTICE	

Dave

General

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Web service

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○ Exa

MARYLAND COURTS
Fair, Efficient, & Effective Justice For All

ENHANCED BY Google

Opinions Search Search Tips

COURTS

COURT HELP

E-SERVICES

LAWYERS

MEDIA

COMMUNITY

YOU ARE IN:

Standing Committee on Rules of Practice and Procedure

Schedule of Meetings

Agenda of Upcoming Meeting

Proposed Rules Changes and Recent Rules Orders

Rules News

Minutes and Meetings

The Maryland Rules are available through [Westlaw](#). Please note that the Maryland Judiciary neither administers the website nor assumes any responsibility for the accuracy of the information provided outside of its own site.

Proposed Rules Changes and Recent Rules Orders

216th Report

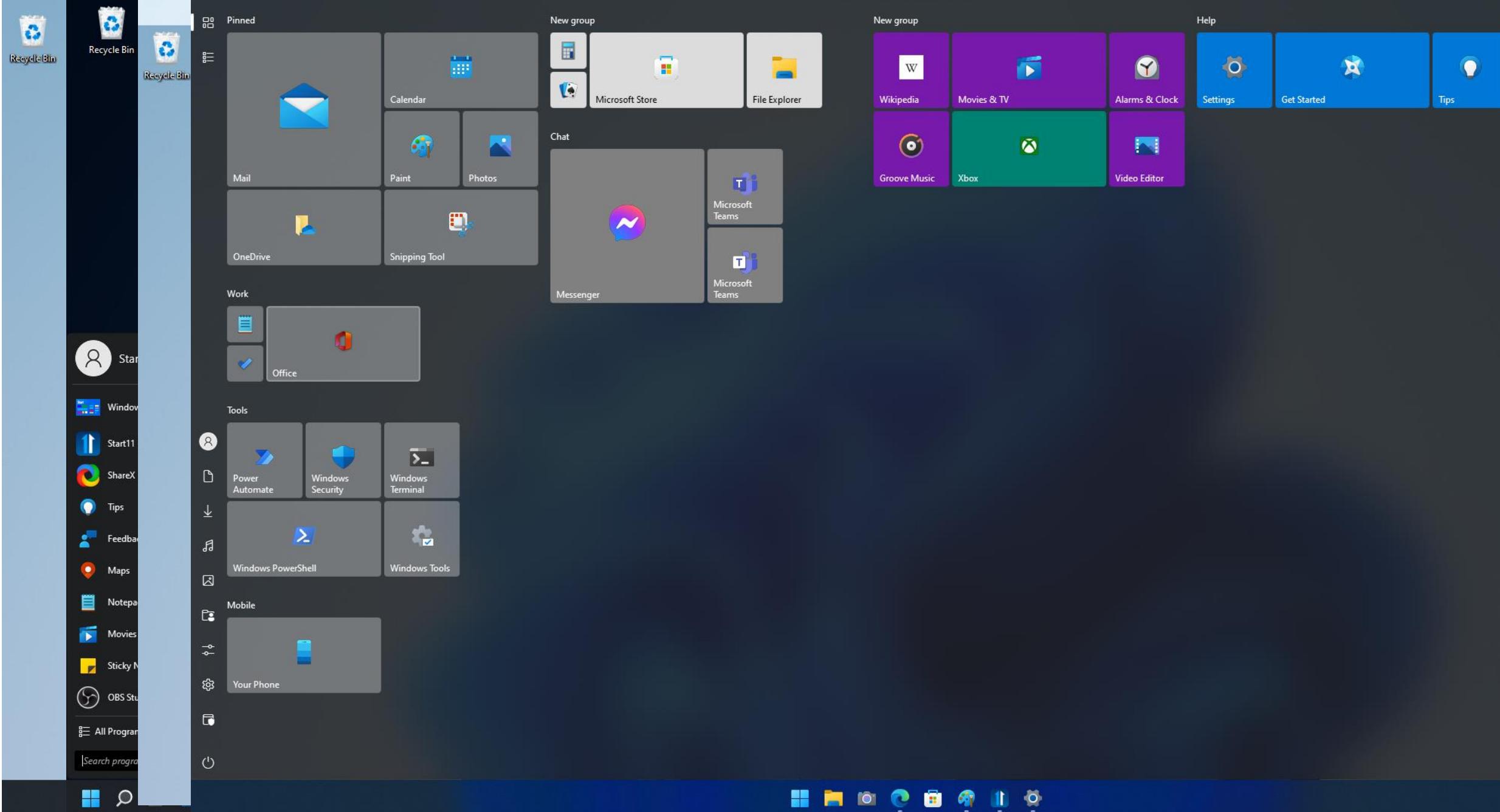
Report	Submitted to the Supreme Court	Date of Court's Open Meeting	Rules Order Document
216th Report PDF	04/19/2023 Note: Comment period ends 05-03-23	05/05/2023 @ 2:00 pm See NOTICE	

215th Report

Report	Submitted to the Supreme Court	Date of Court's Open Meeting	Rules Order Document
215th Report PDF	02/10/2023 Note: Comment period ends 03-13-23	03/23/2023 @ 2:00 pm See NOTICE	Rules Order 04/21/2023

214th Report

Report	Submitted to the Supreme Court	Date of Court's Open Meeting	Rules Order Document
214th Report PDF	01/30/2023 Note: Comment period ends 03-01-23	03/23/2023 @ 2:00 pm See NOTICE	Rules Order 04/21/2023



Lee

General Productivity section

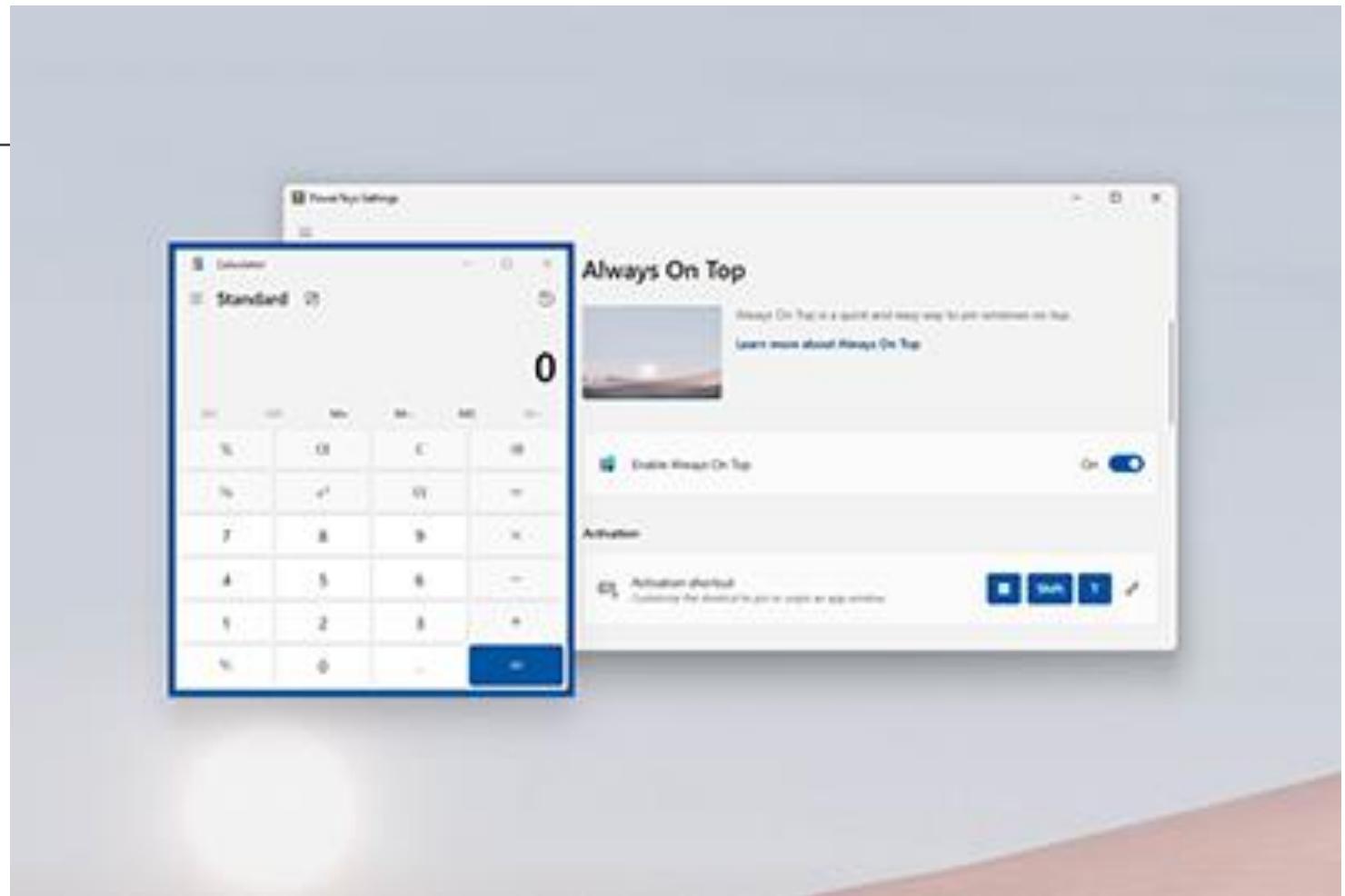
MS PowerToys



General Productivity section

MS PowerToys

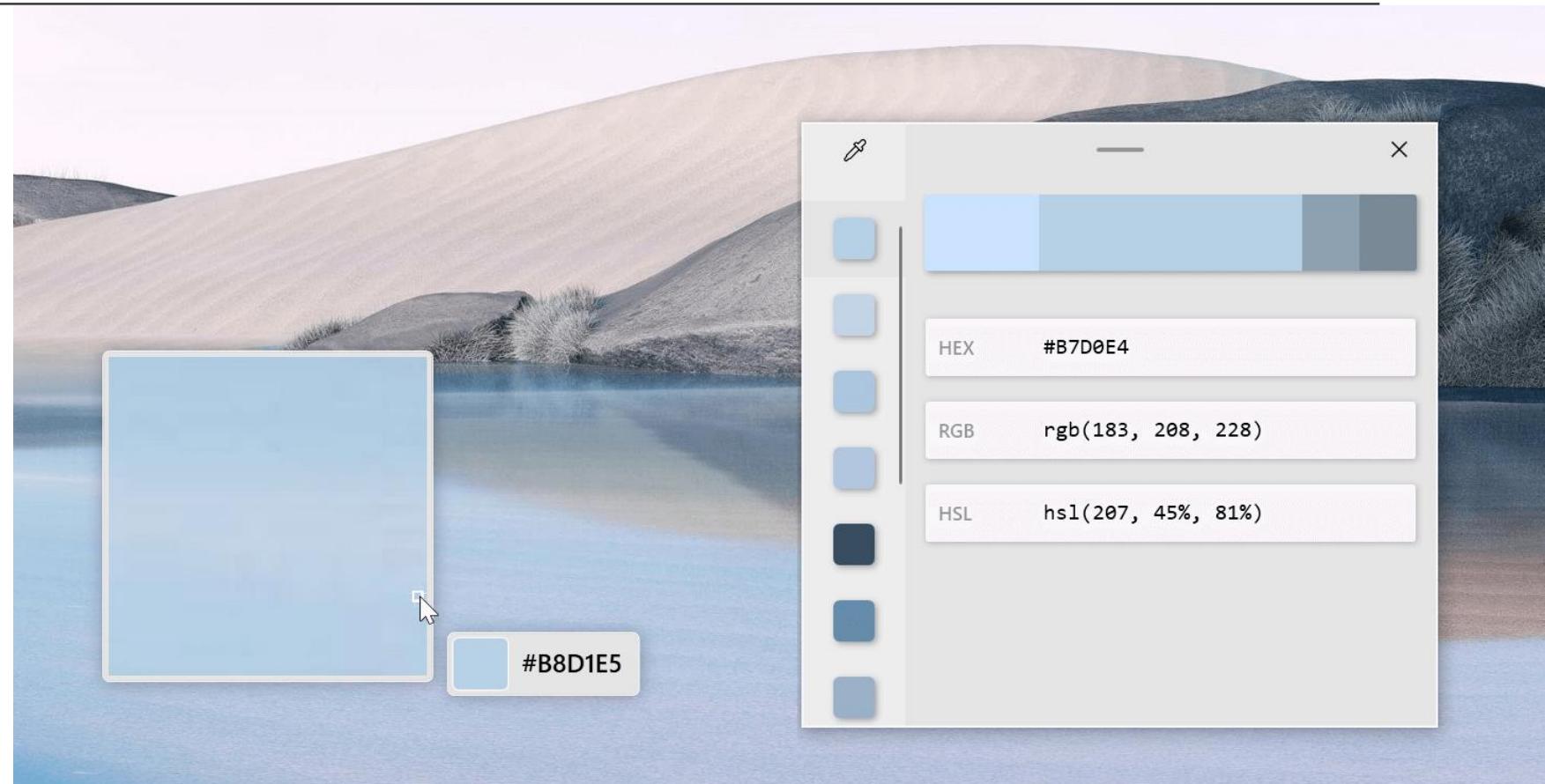
- Always on Top
- Pin windows above windows
- Default: Win+Ctrl+T



General Productivity section

MS PowerToys

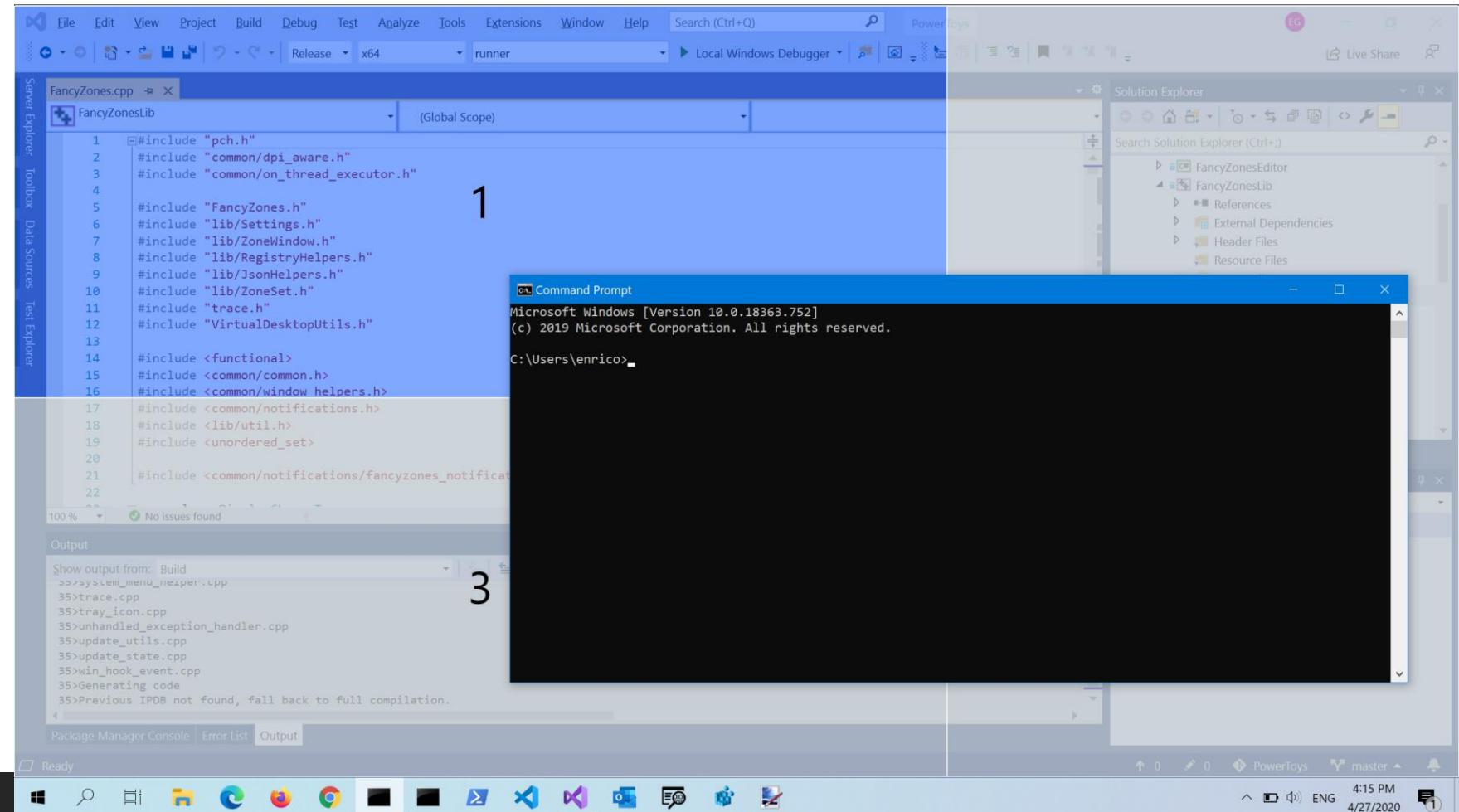
- Color Picker
- Pick colors from any screen and copy it in a configurable format to your clipboard.
- Default: Win+Shift+C



General Productivity section

MS PowerToys

- **Fancy Zones**
- Window manager utility for arranging and snapping windows into efficient layouts to improve your workflow and restore layouts quickly
- Default: Drag window, hold Shift key

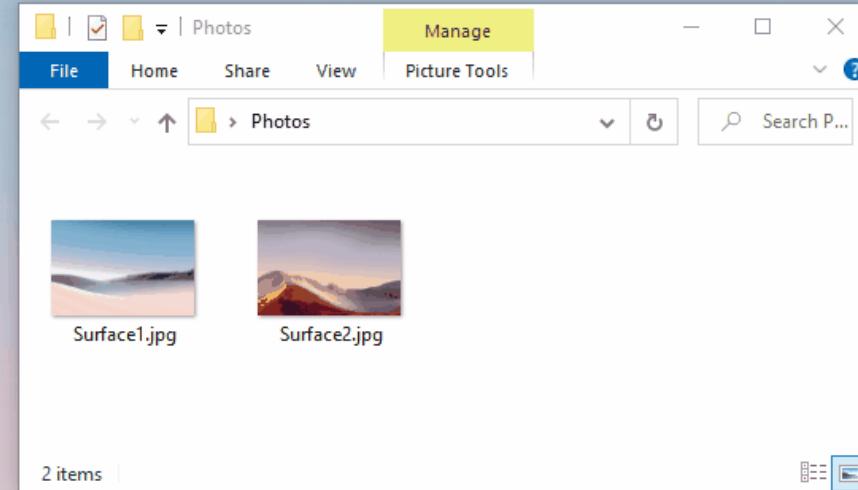


General Productivity

MS PowerToys

- **Image Resizer**
- Right-click on one or more selected image files in File Explorer, and select Resize pictures from the menu.

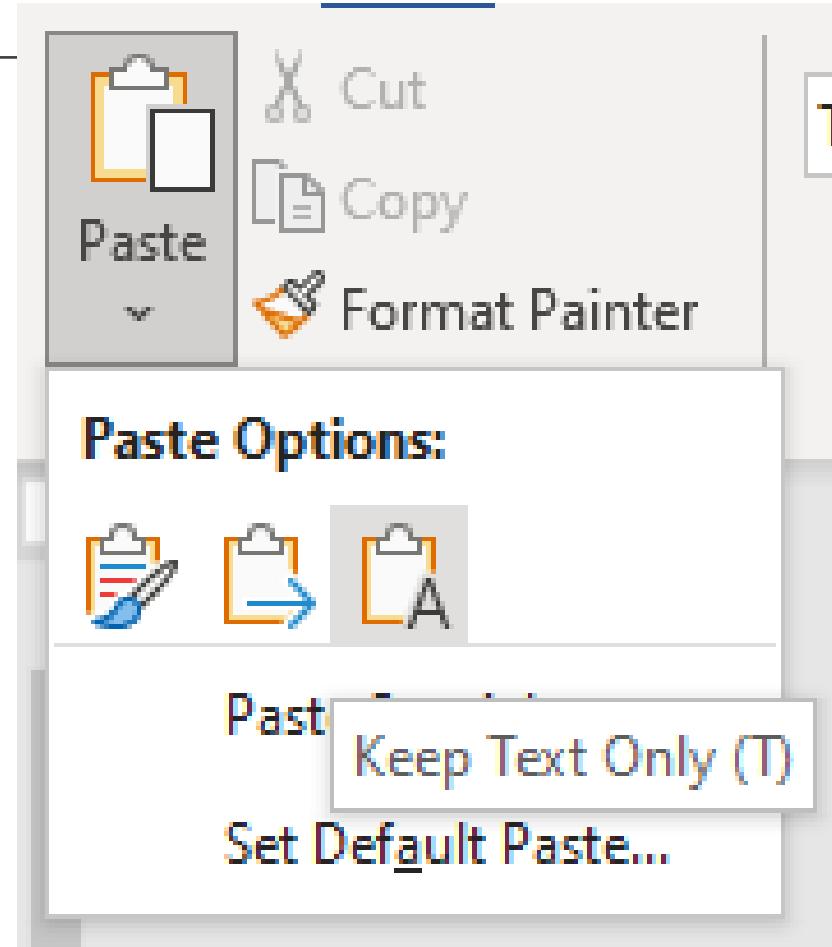
Small



General Productivity section

MS PowerToys

- Paste as plain text
- paste text stored in your clipboard, excluding any text-formatting, using a quick key shortcut.
- Default: Ctrl+Win+Alt+V



General Productivity section

MS PowerToys

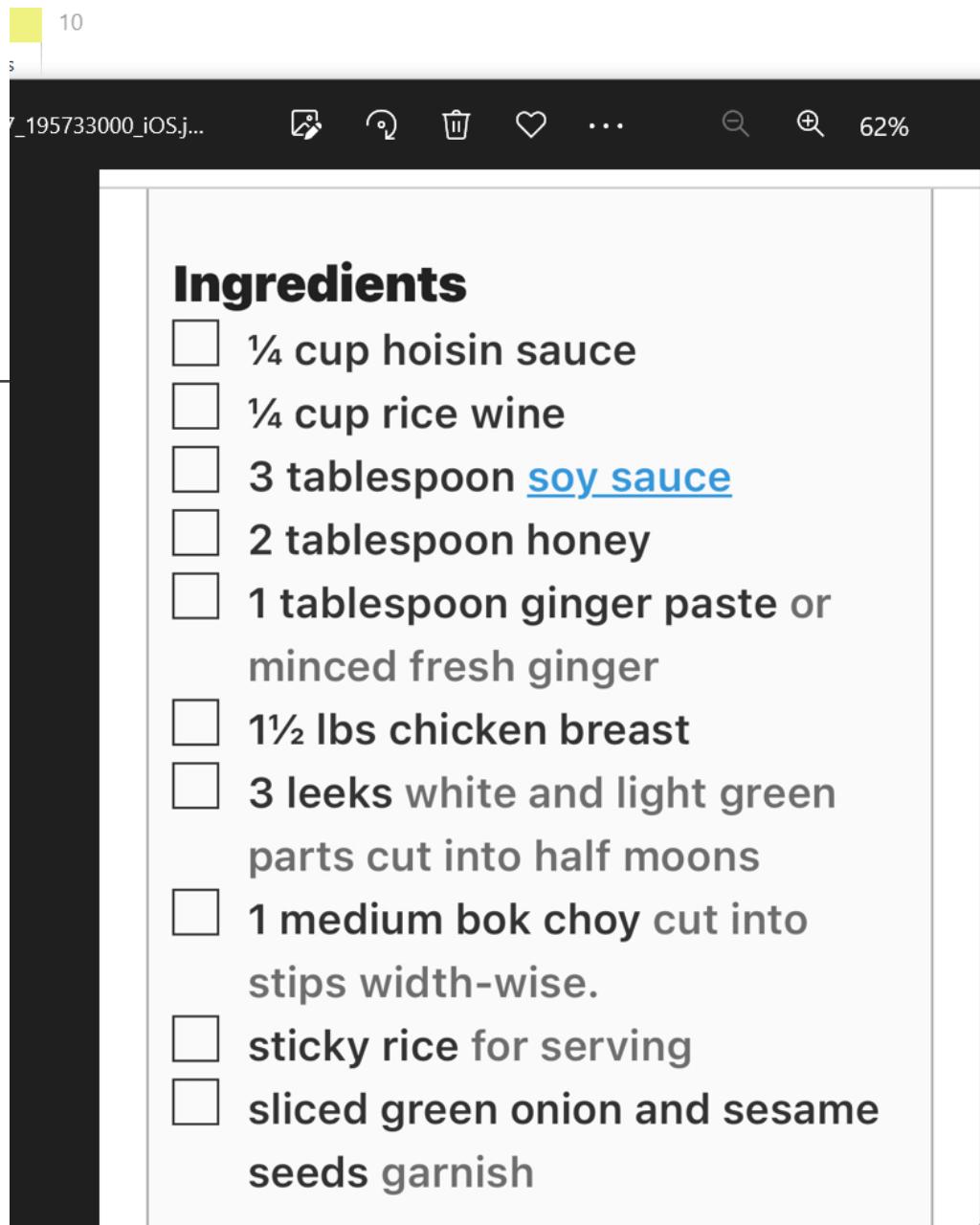
- Peak
- preview file content without the need to open multiple applications or interrupt your workflow.

Name	Status	Date modified	Type	Size
2000 Bancroft And Masters Inc v Augusta Nat ...		3/23/2014 6:46 PM	Microsoft Edge PDF ...	104 KB
2002 Rio Properties Inc v Rio Intern Interlink.pdf		3/23/2014 6:44 PM	Microsoft Edge PDF ...	203 KB
2002 Northwest Healthcare Alliance Inc v Health...		3/23/2014 6:44 PM	Microsoft Edge PDF ...	51 KB
2003 GatorCom Corp v LL Bean Inc - general.pdf		3/23/2014 6:43 PM	Microsoft Edge PDF ...	122 KB
2006 Yahoo! Inc v La Ligue Contre Le Racisme E...		3/23/2014 6:42 PM	Microsoft Edge PDF ...	405 KB
2006 Pebble Beach Co v Caddy.pdf		3/23/2014 6:42 PM	Microsoft Edge PDF ...	115 KB
2008 Boschetto v Lansing.pdf		3/23/2014 6:41 PM	Microsoft Edge PDF ...	170 KB
2011 CollegeSource Inc v AcademyOne Inc.pdf		3/23/2014 6:36 PM	Microsoft Edge PDF ...	184 KB
2011 Mavrix Photo Inc v Brand Technologies Inc...		3/23/2014 6:35 PM	Microsoft Edge PDF ...	171 KB
1998 Panavision Intern LP v Toeppen.pdf		3/23/2014 4:09 PM	Microsoft Edge PDF ...	164 KB
1997 Cybersell Inc v Cybersell Inc.pdf		3/23/2014 4:07 PM	Microsoft Edge PDF ...	84 KB

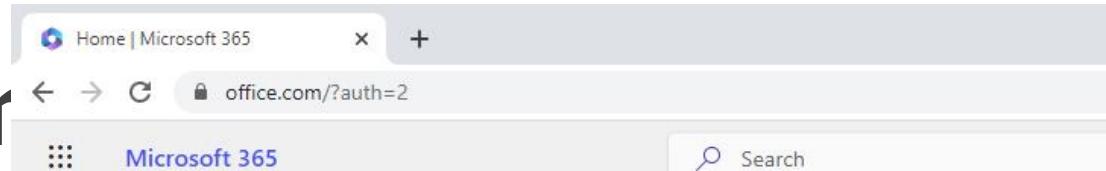
General Productivity

MS PowerToys

- **Text extractor**
- enables you to copy text from anywhere on your screen, including inside images or videos.



Microsoft tips – Office.com



Microsoft 365

Search

Search



Explore by category

Productivity

Utilities

Education

Communication

Content management

Project management

Developer tools



Forms

Customize surveys and quizzes, get real-time results.



Calendar

Manage and share your schedule.



Sway

Create interactive reports and presentations.



Yammer

Connect with coworkers and classmates, share information, and organize around projects.



Stream

Share videos of classes, meetings, presentations, and training sessions.



Visio

Simplify and communicate complex information visually.



To Do

List and manage your tasks.



Project

Develop project plans, assign tasks, track progress, and manage budgets.



Bookings

Simplify how you schedule and manage appointments both inside and outside your organization.



Whiteboard

Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.



Lists

Allows users to create, share, and track data inside lists.



SharePoint

Share and manage content, knowledge, and applications to empower teamwork.



Viva Insights

Improve your productivity and wellbeing with Microsoft Viva Insights.



Power Automate

Sync files and more to simplify your work.



Planner

Create plans, organize and assign tasks, share files, and get progress updates.

Dave

Microsoft tips – Office.com

If you like...	You'll LOVE...
Survey Monkey	Forms
Calendly	Bookings
Trello	Planner
Automating simple tasks without coding	Power Automate
Keeping inventories or contact lists in Excel	Lists
Lots of word docs about related topics	OneNote
Keeping most directories secure but sharing some with external colleagues	SharePoint

Forms

Micros

New Form

New Quiz

Quick import

Explore templates

Organize successful events



Gain insights through user research



Recent

My forms

Filled forms

Shared with me

Favorites



Judicare (Family Law) Client Experience Survey

Dave Pantzer

12 responses



MLSC Disbursement Form

Dave Pantzer

9 responses



MLSC Salary & Benefits Survey 2022

Dave Pantzer

34 responses

General Productivity section

- Create office/data automations
- Example: Never lose another attachment again!

-
1. Visit powerautomate.com
 2. Choose the “Save Office 365 email attachments to OneDrive for Business” template
 3. Click buttons to login to Outlook and OneDrive for Business
 4. Configure and Save
 5. Give it a few minutes

A copy of your inbound attachments should start dumping into your OneDrive

Power Automate

Search



Home

Create

Templates

Learn

My flows

Approvals

Solutions

Process mining

AI models

Desktop flow activity

More

Power Platform

Let's automate something.

The building blocks of automation



Trigger

The event that starts your flow



Actions

The response to your trigger



Describe in detail how you want your automation to work

Learning for every level

[See all](#)



Analyze process mining reports in Power Automate

Beginner

45 min



Analyze your business process with Microsoft...

Beginner

43 min



Automate a business process using Power...

Beginner

4 hr 50 min

Save Office 365 email attachments to OneDrive for Business

X

All templates

Top picks

Shared with me

Remote work

Approval

Button

Visio

Data collection

Email

C



Save Office 365 email attachments to specified OneDrive for Business folder

By Microsoft Power Automate Community

Automated

229309



Save Office 365 email attachments to OneDrive for Business

By Microsoft Power Automate Community

Automated

1017982



Save new email attachment to OneDrive and get a push notification

By Microsoft

Automated

6239



Save new email attachments in SharePoint and add a row to Excel

By Microsoft Power Automate Community

Automated

20155



Create OneNote(Business) page and send notification when new email arrives

By Microsoft Flow Community

Automated

591



Save Office 365 email attachments to specified OneDrive for Business

By Microsoft Power Automate Community

Automated

58

This flow will connect to:



OneDrive for Business
[Permissions](#)

dpantzer@mlsc.org



...



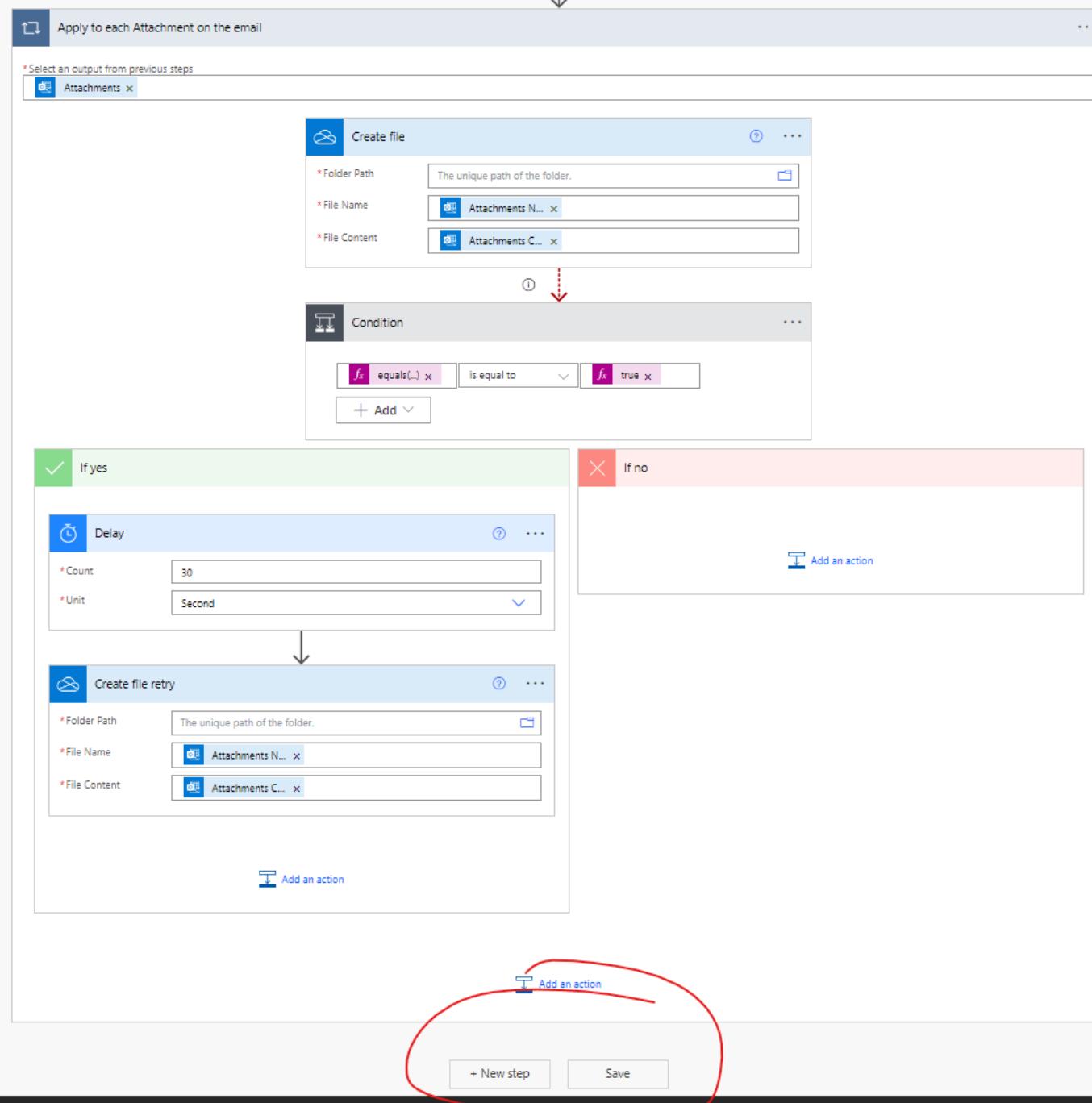
Office 365 Outlook
[Permissions](#)

dpantzer@mlsc.org



...

[Continue](#)



Alternative To

AlternativeTo.net

Find similar tools for
other platforms



AI Introduction

ar·ti·fi·cial in·tel·li·gence

noun

1. the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Large Language Models

A large language model

- "understands" through statistical analysis and probability
- "creates" through combination of pattern, probability, and random sampling

Large Language Models

Good at:

- Coherence
- Summarizing large chunks of text
- Re-writing text
- First drafts when provided with detailed prompts

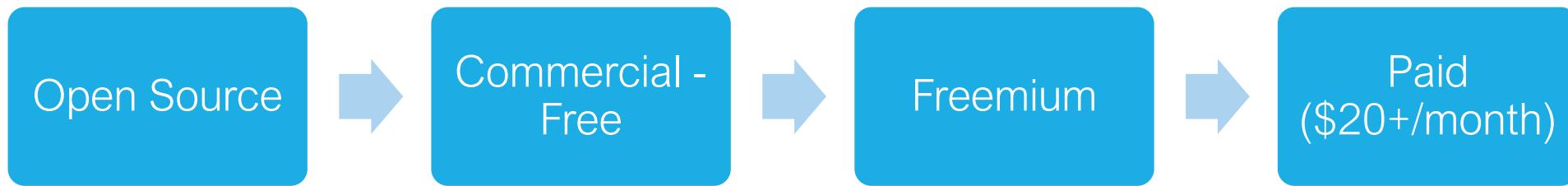
Bad at:

- Searching for information (though some have been integrated with search engines)
- Providing accurate facts

Recognized Dangers

- Fictional information – dangerously plausible nonsense
- Training bias – Garbage in, Garbage out
- Privacy – who “learns” from your prompts?
- Job elimination
- Weaponization

Trying it out – a cost spectrum for popular new tools

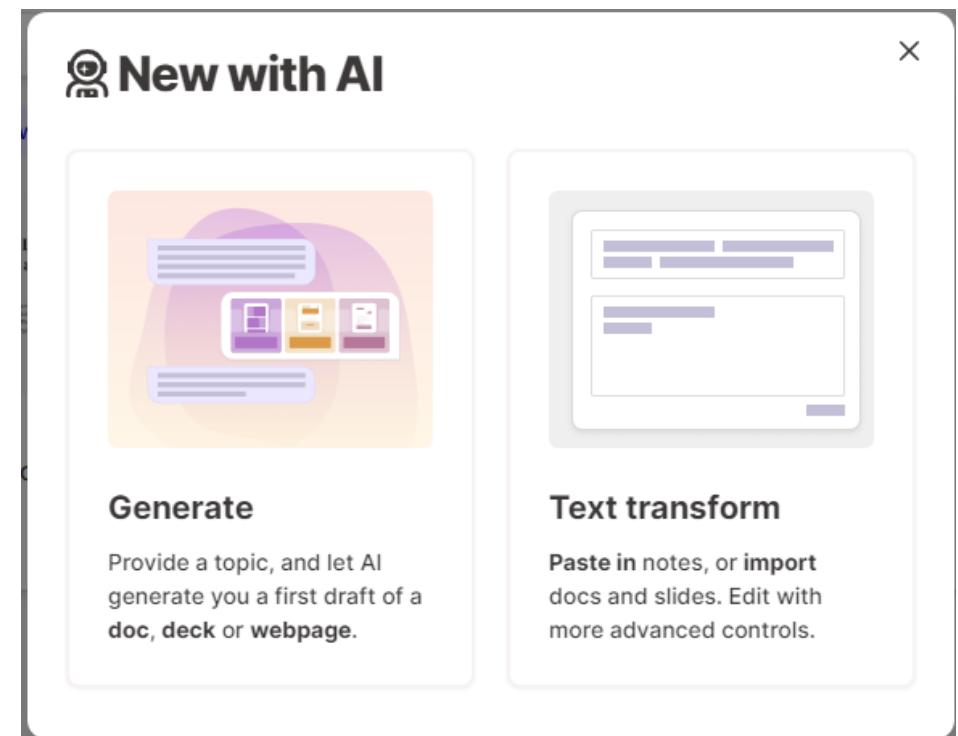


Example of administrative use of generative AI:

Gamma.app

Give a presentation in an hour!

Presentation for banking executives about state IOLTA programs, designed to convince them of the good that can be done in our communities, and how that can result in profits for the bank.



Gamma.app

Dave

Never start from scratch

Generate docs, decks & webpages in seconds

Create a working **presentation**, **document** or **webpage** you can refine and customize in under a minute, using our powerful **AI generator**.

Gamma allows me to package up information in **ways I can't with slides**, while still creating good flow for my presentations.



Ann Marie, Director of Product at Koalafi

Write stuff & chill



Benefits of Mars Colony

1 Scientific Advancement

Living on Mars will have great scientific advantages, such as discovering new resources and forming new theories.

2 Unlimited Opportunities

Creating a human colony on Mars will create unlimited potential for exploration and innovation.

3 Human Expansion

Having a human settlement on Mars will open the door for further exploration of outer space.





State IOLTA Programs: Making a Difference in Our Communities

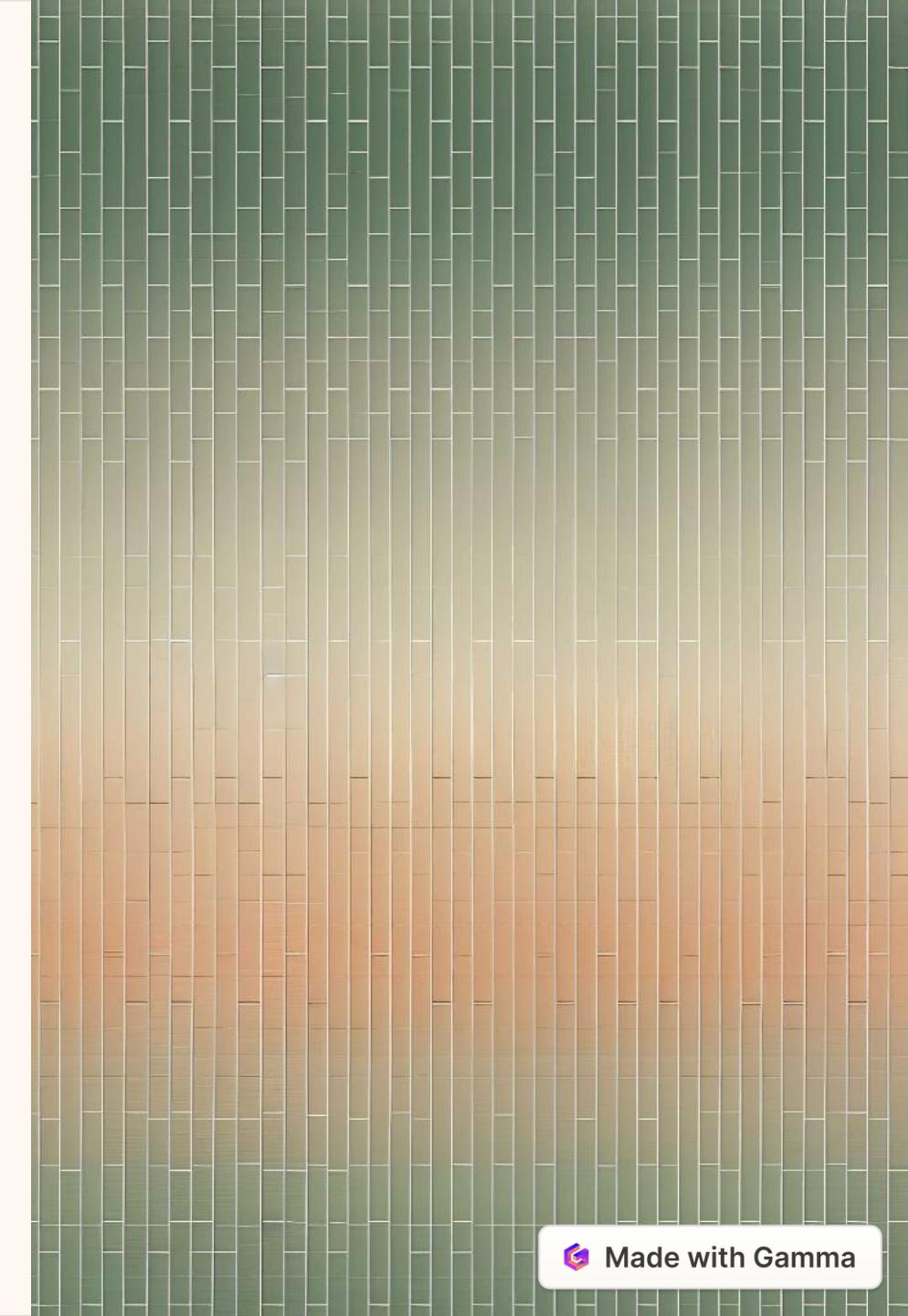
Welcome banking executives! This presentation will explore the benefits of participating in state IOLTA programs and how they can lead to profits while making a positive impact in our communities.



by **Dave Pantzer**

What are State IOLTA Programs? Programs?

State IOLTA programs are initiatives that pool interest from lawyers' trust accounts to provide funding for legal aid and other community services.
Become a catalyst for social change!



Benefits of Participating

Enhanced Reputation

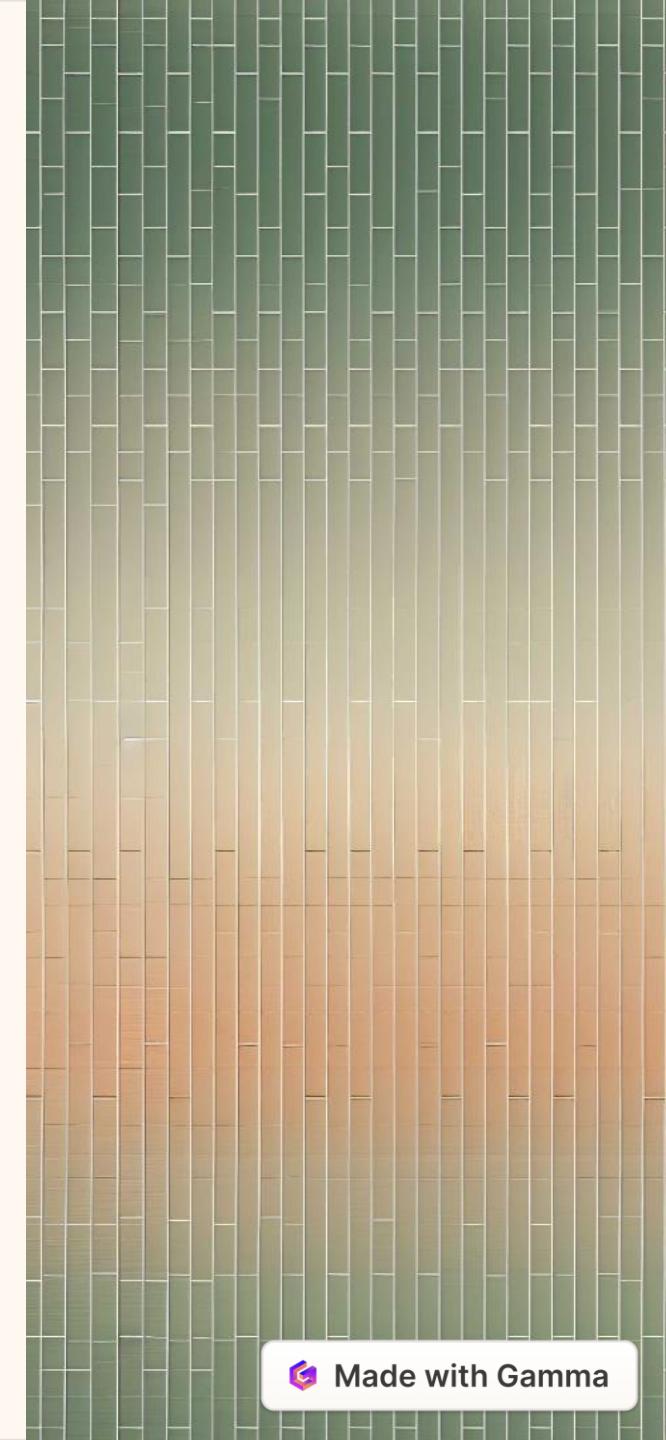
By supporting IOLTA programs, your bank will be recognized as a community leader committed to access to justice and social equality.

Increased Visibility

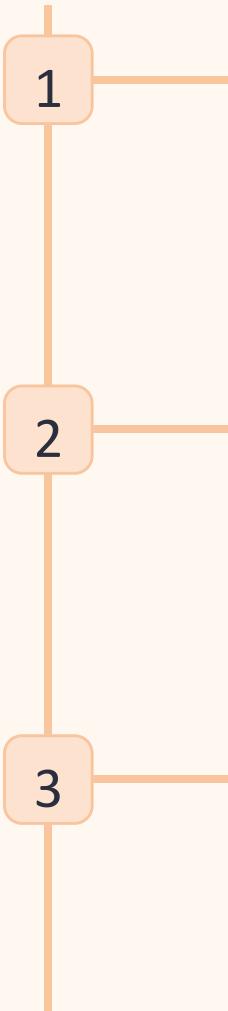
Publicize your bank's involvement in IOLTA programs to attract socially conscious clients and earn media coverage to expand your reach.

Tax Benefits

Participating in IOLTA programs allows your bank to leverage tax benefits, providing a financial incentive while making a positive impact.



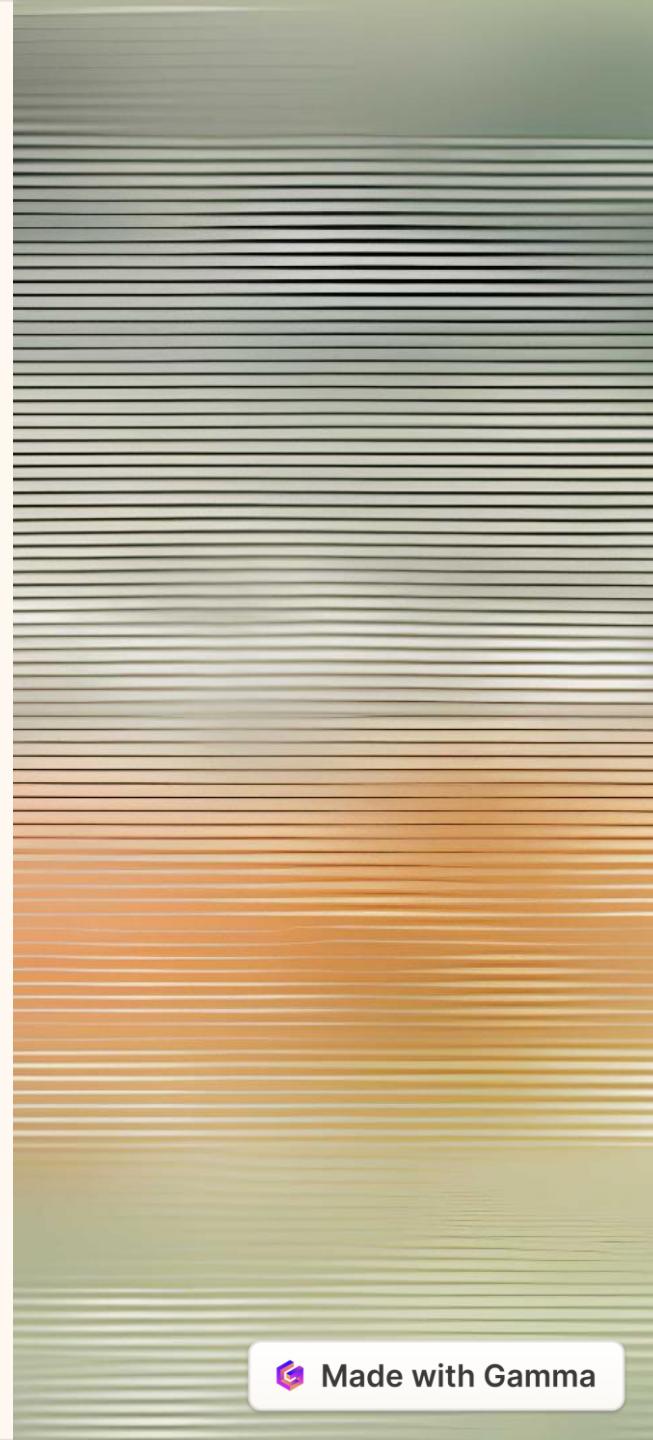
Making a Difference

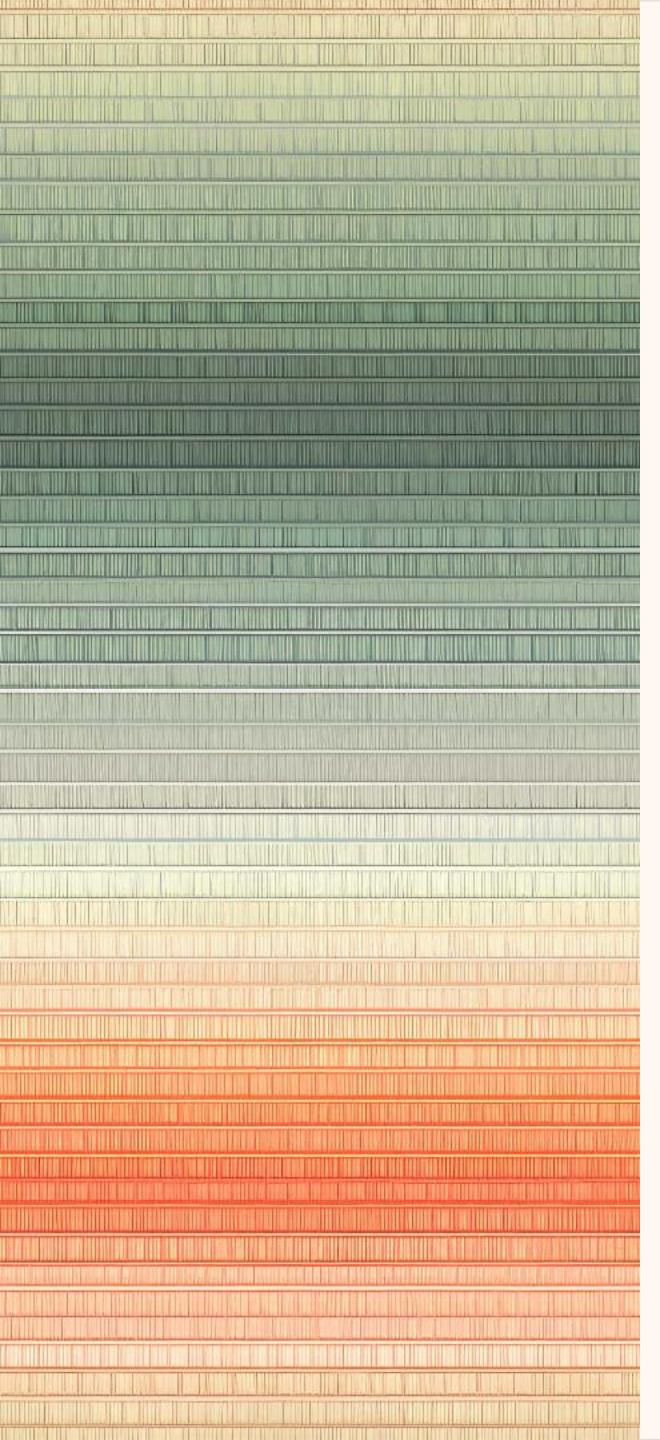
- 
- 1 Legal Aid**

Support crucial legal aid services, ensuring equal access to representation for vulnerable and marginalized individuals.
 - 2 Community Empowerment**

Help empower local nonprofits and community initiatives through grants and assistance, fostering resilience and positive change.
 - 3 Access to Justice**

Contribute to initiatives that promote fair and equitable access to justice, promoting a more just and inclusive society.





Reaping the Rewards

1

Increased Profits

Build trust and loyalty among customers who appreciate your bank's commitment to social responsibility, leading to increased profits.

2

Attracting Top Talent

Align your bank's values with talented individuals seeking meaningful work, ensuring a competitive advantage in recruitment.

3

Customer Acquisition

Attract socially conscious customers who prioritize banking with an institution that actively contributes to community betterment.



Made with Gamma

Successful Case Studies



Bank of Compassion

Learn how Bank of Compassion's IOLTA program supported local initiatives, gained clientele, and became a pillar of its community.



Justicebank

Discover how Justicebank's strategic IOLTA initiatives not only impacted underprivileged communities but also led to financial growth.



Community First Bank

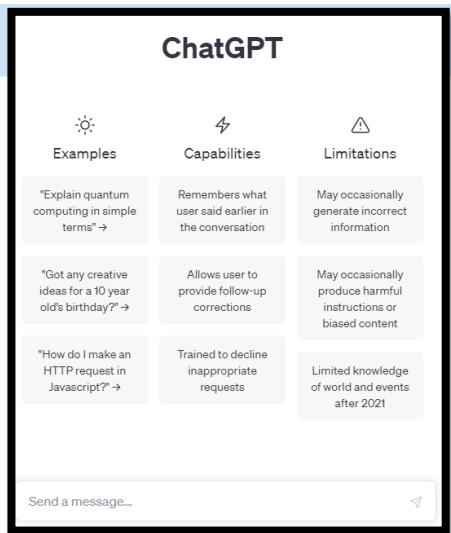
Explore the journey of Community First Bank, leveraging IOLTA programs to drive positive social change while benefiting the bottom line.

Getting Involved

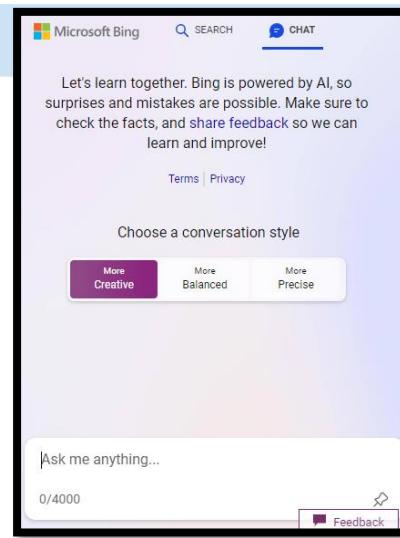
1. Reach out to your local state IOLTA program to understand their requirements and guidelines for participation.
2. Assess the potential benefits and alignment with your bank's values and mission.
3. Develop a comprehensive strategy and implementation plan to maximize the impact of your participation.
4. Educate and engage your team to ensure a collective understanding and commitment to IOLTA initiatives.
5. Track and measure the results, highlighting the positive outcomes to inspire others and fuel continuous improvement.

The rise of the chatbots, or Talking to my computer

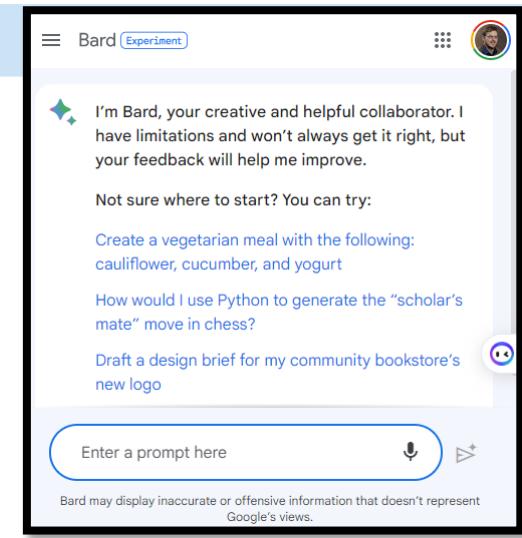
ChatGPT
<https://chat.openai.com>



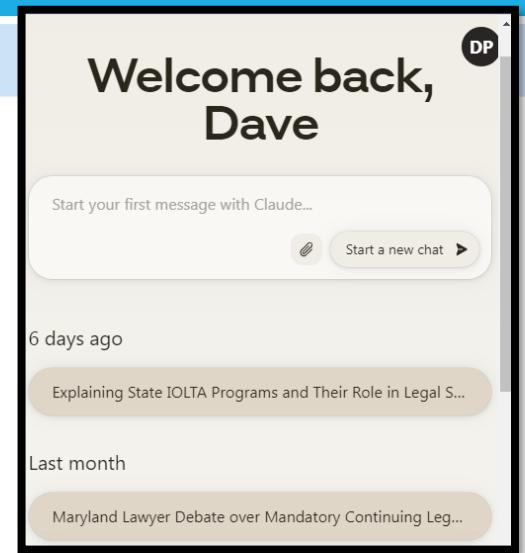
Bing Chat
Chat.bing.com



Google
<https://bard.google.com>



Others...
Like Claude.AI



Talking to my computer

explain personal jurisdiction to a judge

Personal jurisdiction refers to a court's authority to hear a case and make binding decisions over the parties involved in the case. It is the power of a court to hear and decide a case involving a particular person or entity. In order for a court to exercise personal jurisdiction over a party, that party must have certain minimum contacts with the state in which the court is located.

There are two types of jurisdiction: general and specific. General jurisdiction means that a court has the power to hear any case that comes before it. Specific jurisdiction means that a court has the power to hear a particular type of case, such as a contract dispute or a personal injury claim. In most cases, a court will have general jurisdiction over a defendant if they have minimum contacts with the state where the court is located. This means that the defendant must have some connection to the state, such as having a place of business or owning property there. If a defendant does not have minimum contacts with the state, then the court may not have the power to hear their case.

explain personal jurisdiction to an eight year old

Personal jurisdiction is like a rule that says where a court can make decisions about a case. Imagine a big building where the judges work, that building is like the court, and the judges are like the teachers in school. Just like how your teacher can only give you a test or grade you in their class, the court can only make decisions about a case if the people involved in that case have something to do with the state where the court is located.

It's like when you go on a trip with your family, and you visit different states, you can only buy souvenirs or play games in the state where you are visiting. Similarly, a court can only make decisions about a case if the people involved have something to do with the state where the court is located.

Audience

Tone/style (e.g., toning back an angry letter)

Generate an email telling X that Y

Talking to my computer: Drafting content, fast

You run a paid membership-based professional association for lawyers. Write a telephone script to be used by an intern to help them make calls to lawyers who have not renewed their membership. The script should include full back and forth conversation between the intern and the lawyer. The lawyer will present at least five common objections to renewing the membership, and the intern will provide polite, effective responses to convince the lawyer to renew.



Concerns: Cost; business; ROI; other associations; participation



Intern: (Dialing the lawyer's number)

Lawyer: (Answers the call) Hello?

Intern: Good afternoon, Mr. Smith. My name is [Intern's Name], and I'm calling from the [Your Association Name]. How are you today?

Lawyer: I'm well, thank you. What can I do for you?

Intern: I'm calling today because we noticed that your membership with us has lapsed, and we wanted to discuss the possibility of renewing your membership with our professional association. Your support is crucial to our community of lawyers, and we would love to continue having you on board. Is there any particular reason you haven't renewed yet?

Lawyer: Well, I've been considering it, but I'm not sure it's worth it. I've had some concerns.

Intern: I understand, Mr. Smith. It's not uncommon to have questions or concerns. Could you please share those concerns with me? I'd be happy to address them.

Lawyer: Firstly, the cost has gone up, and I'm not sure I'll get enough value to justify the increase.

Intern: I appreciate your concern about the cost. Our membership fees are essential to maintaining the high-quality services we provide to our members. However, I'd like to highlight that with your membership, you gain access to our extensive network of legal professionals, exclusive events, CLE courses, and many resources that can help you in your practice. It's an investment in your professional development and networking opportunities. May I ask if there are specific resources or benefits you'd like to see improved to make



Lawyer: Well, I haven't been attending many events recently.

Intern: I understand that time can be a challenge. We're exploring ways to make events more accessible, including webinars and online platforms. Additionally, we're exploring more flexible member engagement options to accommodate busy schedules. Would this address some of your concerns?

Lawyer: Another issue is that I haven't seen any direct benefit from being a member.

Intern: I see where you're coming from. While the benefits of membership are intangible, such as networking opportunities, access to resources, and discounts, we are working on introducing more tangible benefits, like exclusive discounts and services exclusively for our members. This can have a direct impact on your bottom line. Would that make membership more appealing to you?

Lawyer: Well, I've been considering other associations too.

Intern: It's great that you're exploring your options. May I ask what specifically you're looking for in an association, and how can we better align with your needs?

Lawyer: Well, I'd like more involvement in leadership and decision-making.

Intern: That's a valid request. We value our members' input and participation. We have various committees and opportunities for members to get involved in various aspects of our association. Your experience and insights would be greatly appreciated. I can connect you with the relevant committees and opportunities.

Lawyer: I'll think about it. Can you send me more information?

Intern: Absolutely, Mr. Smith. I can send you a detailed information packet that outlines our benefits, upcoming events, and how you can get involved in leadership roles. May I have your email address to send this information to you?

Lawyer: Sure, it's [Lawyer's Email Address].

Intern: Thank you, Mr. Smith. I'll send that over right away. Please feel free to reach out if you have any more questions or concerns in the meantime. We'd love to have you back as a valued member of our association.

Lawyer: Thank you, [Intern's Name]. I appreciate your help and the information. I'll review it and get back to you soon.

Intern: You're welcome, Mr. Smith. Have a great day, and I look forward to hearing from you.

Talking to my computer

Editing content – getting a 600-word answer to 137



Please summarize the text between <start text> and <stop text> in 100 words:
<start text>

-
<stop text>



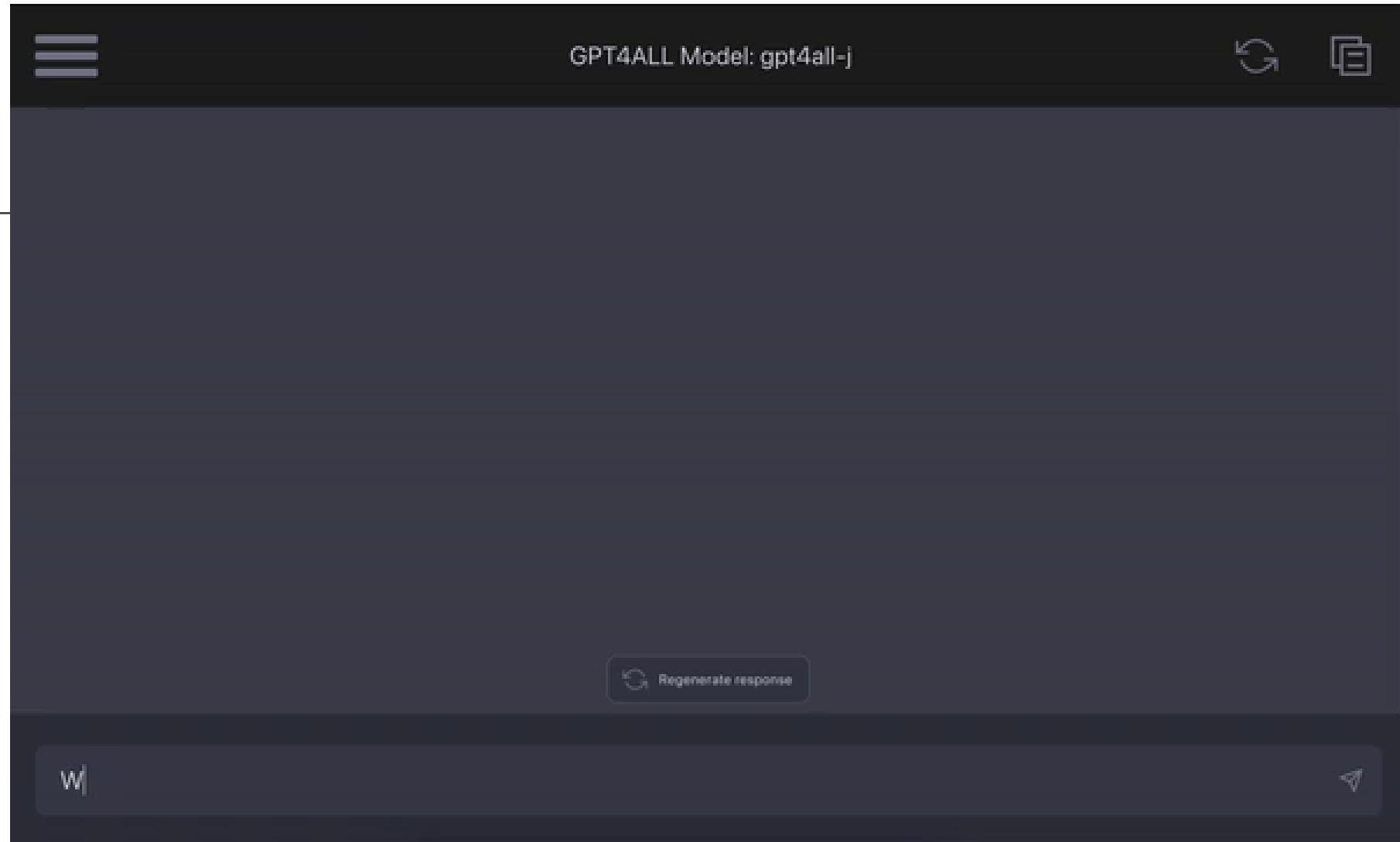
please redo, in the voice of the author, not in third person



User

please redo, in the voice of the author, not in third person, and keep it to 100 words

GPT4All



Going beyond a spell checker - Grammarly

File Home Insert Design Layout References Mailings Review View Developer Help **Grammarly** Nitro Pro

Comments Share

Close Grammarly Grammar

Adjust Goals Goals

All Issues Correctness Clarity Engagement Delivery Deactivated Suggestions Checks

Plagiarism Get Expert Writing Help

Style Guide Business

Log Out Settings About Settings Help

Grammarly

- A lease, either written... • Rewrite for clarity
- which creates • Correct pronoun usage
- which creates • Remove the space
- landlord- tenant • Correct your spelling
- be modified • Rewrite the sentence
- term of a lease • Change the wording
- rent, • Remove the comma
- tenant • Add an article

23 All issues

Modifying Lease

A lease, either written or oral, is a contract which creates a landlord-tenant relationship. Under the law of contracts, the terms of a contract may not be modified by one party without the consent and approval of the other party. Additionally, an agreement to modify a contract must be "supported by consideration" (something of value).

Therefore, during the term of a lease, its provisions may not be changed by the landlord (for example, by increasing the rent, or requiring tenant to pay for water or other utilities) unless the tenant agrees and receives something that they were not already entitled to.

If the landlord wishes to increase the rent or change other conditions of the tenancy, the landlord must wait until expiration of the existing lease and negotiate a new lease with the new conditions. Under Maryland law, a landlord must notify the tenant in writing before increasing the rent. The notice can be sent via first-class mail or, if the tenant has agreed to electronic delivery, via email, text message or through an electronic tenant portal. If the notice is delivered electronically, the landlord must obtain proof of transmission of the notice. A notice of a rent increase must be sent within the timeframes specified by law. The timeframe for providing notice vary based on the term of tenancy.

Read the law: [Md. Code, Real Property § 8-209](#)

G



Theresa S
to me ▾

←

Hi Theresa,

Hi:

I hope you are interested in presenting at the Bar Conference.

We are seeing how to level up our type of presentation.

Let me know if you have any questions.

Best,
Conference

please respond
more details

Lee



please respond
more details

Search in messages



Neutral

998 prompts



please respond thanking for invitation and ask for more details

Hi Theresa,

Thanks for reaching out to me regarding the Bar Conference in November 2023. I am definitely interested in presenting at the conference, and I appreciate the invitation.

Before I commit to anything, would it be possible to get more information about the conference and what specifically you are looking for in terms of the presentation on practical uses of AI and technology in the Bar Association space? I want to make sure that I can provide value and deliver on the expectations of the audience.

Looking forward to hearing back from you soon.

Best regards,

Tell us to...



999 prompts



nd.

presenting at the program on association space. his.

Agree to

the due to other



Questions, comments, observations



Audio Applications

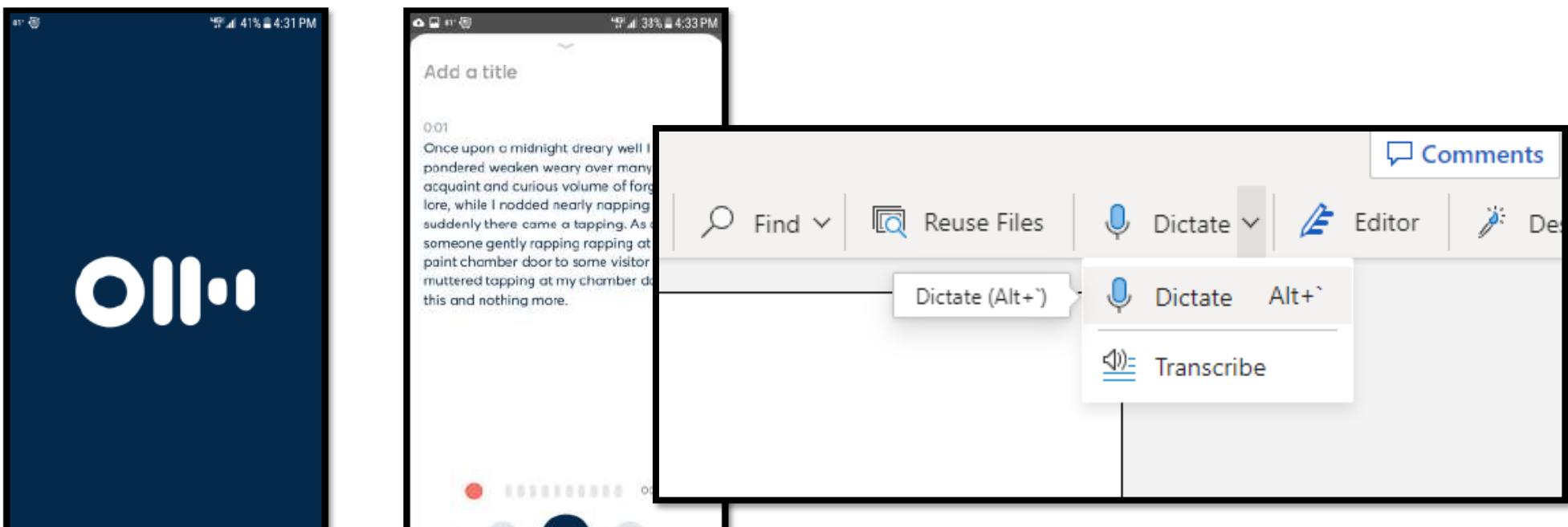
Otter

Word

Monic/YouTube

Air.AI

What did you say?



Monica
Word online
Otter.ai

OtterPilot Overview

5 days ago · Updated

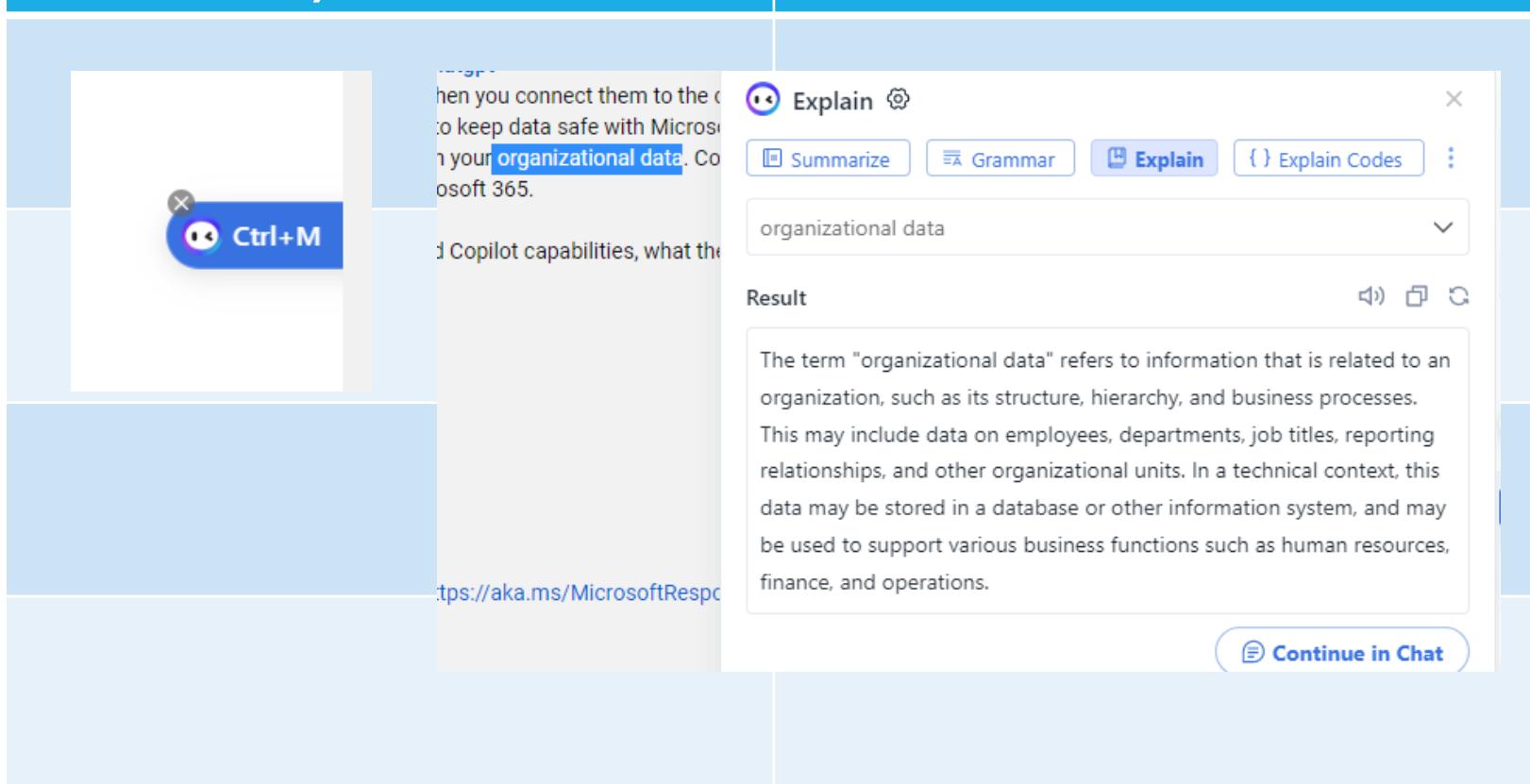
Follow

OtterPilot can automatically join your Zoom, Google Meet, or Microsoft Teams meetings, and transcribe the meetings in real-time. With OtterPilot, you get many features including [Automated Summary](#), [Automated Slide Capture](#), and [Meeting Summary](#). Learn about OtterPilot below.

Dave

Some handy integrations

Monica (Chrome Extension)



Monica Summarize Video

This video explains the structure of a neural network and how it can recognize handwritten digits through weighted connections and biases between layers, illustrated with a specific example. The role of linear algebra and activation functions such as sigmoid and ReLU are also discussed, along with their biological analogies. The next video will focus on how neural networks are trained to optimize their weights and biases.

Highlights

- ◆ The neural network has 784 neurons in the first layer and 10 neurons in the last layer, with 2 hidden layers of 16 neurons each. 03:12
- Neurons in the first layer represent grayscale values of pixels in the image.
- Neurons in the last layer represent digits, with activation between 0 and 1.
- The network has 2 hidden layers, each with 16 neurons, but the structure can be experimented with.
- Activations in one layer determine the activations of the next layer, like in biological networks of neurons.
- The network has been trained to recognize digits, with the brightest neuron in the output layer representing

Chrome File Edit View History Bookmarks Profiles Tab Window Help

Untitled presentation - Google Slides

docs.google.com/presentation/d/1Pv6KONIK0h42qDOLpmM7JC4SQcqTjRxReOc2mjlao/edit#slide=id.p

File Edit View Insert Format Slide Arrange Tools Extensions Help

Menus + Fit Background Layout Theme Transition

1 2 3 4 5 6 7 8 9 10

OVERVIEW OF GENERATIVE AI AND ACCESS TO JUSTICE

Carolyn Elefant
Presented to Maryland Legal Services AI Working Group
September 13, 2023

https://www.youtube.com/watch?v=5bpWL9Z2RIE

Dave Pantzer, MLSC

Monica

Summarize Video

0:03 / 47:45

Dave

Summary:

Attorney Carolyn Elefant discusses the potential uses of generative AI in the legal field, including legal research, contract analysis, and client interaction. She also mentions commercial and free AI tools that can be used to improve access to justice. Elefant shares her personal experience using AI to record and transcribe client interviews, while also addressing ethics and confidentiality concerns. (Generated by Monica from YouTube video)

Detailed Summary for [Carolyn Elefant AI Talk - MDTAILS - 9.13.2023](<https://www.youtube.com/watch?v=5bpWL9Z2RIE>) by [Monica](<https://monica.im>)

[00:00](<https://www.youtube.com/watch?v=5bpWL9Z2RIE&t=0>) Carolyn Elefant discusses the potential of generative AI in the legal field, including its uses for legal research, com

- Generative AI is powered by large machine learning models that generate new content based on patterns it understands.
- There are commercial and client-facing AI products available for attorneys to use, such as Case Text, LawDroid, and DoNotPay.
- AI can be a time-saver and a helpful tool for providing education and access to justice for clients.

[05:59](<https://www.youtube.com/watch?v=5bpWL9Z2RIE&t=359>) The speaker discusses various AI tools that can be used in the legal field, including chatbots and non-lawyer ge

- Chatbots powered by AI can be adapted for use by legal aid organizations.
- Non-lawyer generative AI tools like ChatGPT, Anthropic Claude, Google Bard, and Bing can be used for various tasks.
- The speaker has used non-lawyer generative AI tools for repetitive tasks but has not found image generators useful.
- LawDroid is a chatbot-building tool that has been around since 2017 and is well-developed.
- Commercial AI products like Case Text and LawDroid are trained on actual case law, providing credibility and protection.
- Commercial AI products have a higher price point, but some offer trial periods and may have different pricing options for legal aid organizations or nonprofits.

[11:58](<https://www.youtube.com/watch?v=5bpWL9Z2RIE&t=718>) Recording and transcribing client interviews can be made more efficient and accurate with AI

- Recording client interviews and transcribing them with AI can help personalize forms and minimize the risk of forgetting important details
- Best practices for recording cases include disclosing to clients, avoiding highly personalized information, and using tools that don't train on confidential information
- AI can also be used to generate discovery questions and for tone correction in emails

[17:57](<https://www.youtube.com/watch?v=5bpWL9Z2RIE&t=1077>) AI tools like CHAT GPT can correct tone of communications and Synthasia can create AI figures to personalize

- CHAT GPT can correct the tone of communications and make it easier to fix.
- Synthasia can create AI figures to personalize websites and communicate information in a more personal way.

Audio file

[GMT20230913-190719 Recording.m4a](#)

Transcript

00:00:04 Speaker 1

OK, great. So good afternoon everyone. My name is Carolyn Elephant. I'm an attorney licensed in Maryland, New York and DC, and I've been practicing for several decades now. So I've seen the introduction of all different types of technologies from the Internet.

00:00:23 Speaker 1

And the web to social media, to cloud computing and now to AI. And from my perspective, when I started, first saw it, I felt the way that I did back when I saw the World Wide Web, which was what it was.

00:00:36 Speaker 1

Back decades ago, it really seems like a game changer, so I am an attorney with my own private practice. As I was telling David, I practice energy law. I work with renewable energy companies and also land owners impacted by energy, infrastructure and eminent domain. A lot of my clients are not able to afford legal services.

00:00:58 Speaker 1

And so I've always grappled with ways that I could.

00:01:01 Speaker 1

Provide education to them or serve them so that they could participate in these very complex regulatory proceedings, which have impacts on their property and their safety and their environment. So that's another reason why this tool is really exciting to me. And one thing I've been doing is putting on presentations for.

00:01:21 Speaker 1

Land owners on how to use a.

00:01:23 Speaker 1

Through the first couple of slides very quickly about generative AI, how one of the possible uses for it is legal research, contract analysis, predictive analysis, client interaction, and.

00:01:59 Speaker 1

It may not replace lawyers in the future, but can augment their capabilities and the reason I started with those slides is it's actually a head fake. I didn't put those slides together. They were generated for me by artificial intelligence. I used an add on to Google Slides called GPT for documents and sheets. I put in a prompt.

00:02:19 Speaker 1

And I told this the system to create a slide deck that discusses Jenner to the eye. How can be how it can change the practice law and be used by lawyers. So is it a perfect presentation? No. Is it something I would, you know, just trot out and.

00:02:34 Speaker 1

Without any supplemental information, no. But is it a really good start? Absolutely. Is it a time saver? Absolutely. And so I thought that that was just one way to really convey the power of this tool and how easy it is to use and how much it can do already. And it continues to improve. So.

00:02:54 Speaker 1

I wanted to just give a little bit of background on generative AI and it sounds like most of you are very technically oriented, so you probably know more than me. So if you need to correct me, feel free to do that. It's not going to hurt my feelings, but generative AI is powered by large machine learning models, which means that's trained on a lot of data.

00:03:15 Speaker 1

To make predictions or string words or patterns together in a meaningful way. So essentially what it's doing is instead of being programmed or coded for a particular result, it's gathering or retrieving pre written responses, it's generating new content based on this information that has been trained on before, and I think that's really important to understand that.

00:03:36 Speaker 1

It's not reproducing content that matches keywords or indexing the Internet. It's actually generating new content based on these patterns that it's that it understands and the reason why that's important. Maybe not so much.

00:03:51 Speaker 1

AI, don't you lose my number...

Air Ai
Sponsored

Conversational AI is finally here. Introducing Air...
Air can perform full 5-40 minute long sales & customer service calls over the phone that sound like a human. And can perform actions autonomously across 5,000 unique applications.
It's kind of like having 100,000 sales & customer service reps at the tap of a button.... See more

Air
Create your account
for free at **Air.ai**

Air.ai

Dave

It's finally here...

100,000 sales and customer service reps at the tap of a button.

Introducing the world's first ever AI that can have full on 10-40 minute long phone calls that sound like a REAL human, with infinite memory, perfect recall, and can autonomously take actions across 5,000 plus applications. It can do the entire job of a full time agent without having to be trained, managed or motivated. It just works 24/7/365.



Create Your Free Account

And Join 70,000+ Businesses

[Or Login To Existing Account](#)

[Create](#)[Contacts](#)[Campaigns](#)[Recordings](#)[BETA](#)[Agents](#)[Knowledge Bases](#) Search Agents...[New Agent](#)

Name	Type	Last Edited	Action
DP IOLTA Test	Customer Service	3 days	
Renew bar membership	Custom	3 days	



DP IOLTA Test

Knowledge base

MLSC IOLTA FAQs

Opening

How do you want Air to open the call?

Hi, this is Dave Pantzer, from Maryland Legal Services Corporation. We help attorneys with questions about their IOLTA reporting compliance. I see that you had a question, and I wanted to see if it's something I can help with.

Fall back answer

What should your A.I. respond if they're asked a question that isn't in its knowledge base & it doesn't know the answer to?

That is a great question. I don't know the answer to that, but I will look into it and get back to you.

Connected: MLSC IOLTA FAQs

Add An Action

Connect Your Calendar

Must Read Instructions/Vital Tips



Male

Female

Talk To Your Agent



General IOLTA Questions

Q: How does an attorney know when to place trust funds in an IOLTA account? +

Q: What effect does IOLTA have on clients? +

Q: What are the tax consequences? +

Q: Are attorneys with very small trust accounts required to participate in the IOLTA program? -

A: No. Maryland Business Occupations Code Ann., Section 10-303 (c) permits the Administrative Office of the Courts, in consultation with MLSC, to excuse an attorney or law firm from participating if it "demonstrates that it will cost the MLSC Fund more in service charges to open and maintain an attorney trust account for the purposes of the MLSC Fund than will be generated in interest by the attorney trust account."

While the charges vary between participating financial institutions, in most instances an attorney who does not maintain an average monthly balance of at least \$3,500 in a trust account will not be required to participate. The Annual IOLTA Compliance form permits attorneys to request a waiver from the IOLTA requirement by affirming that their combined trust account balance does not exceed an average monthly balance of at least \$3,500. In addition, an IOLTA account may be terminated by the attorney if the balance drops below \$3,500 and is reasonably expected to remain so.

Q: Does IOLTA impose additional administrative burdens or bookkeeping requirements upon lawyers? +

Q: Are there any other administrative or reporting requirements that I need to be aware of to ensure my compliance with Maryland's IOLTA Program? +

Q: Who pays the bank service charges? Will they be charged against attorney or client funds? +

Q: What is the Maryland Affordable Housing Trust (MAHT) program, and how does it affect IOLTA? +

Al, don't you lose my number...

<https://fb.watch/neVCGhy5Am/?mibextid=CDWPTG>

Image manipulation and creation

Image manipulation



Image creation

Image manipulation and creation

Bing Chat (free)

Prompt: create a photorealistic image of an old evergreen forest at morning with sunrays peaking through, cinematic lighting



Image manipulation and creation

Bing Chat (free)

Prompt: Produce a stunning and highly realistic image through stable diffusion, depicting an aged evergreen forest bathed in the soft morning light. Capture the essence of cinematic lighting as gentle sunrays pierce through the dense foliage, creating an enchanting and visually captivating scene.



Image manipulation and creation

Edge Copilot (DALL E 3, free)

Prompt: create a photorealistic image of an old evergreen forest at morning with sunrays peaking through, cinematic lighting



Image manipulation and creation

Edge Copilot (DALL E 3, free)

Prompt: Produce a stunning and highly realistic image through stable diffusion, depicting an aged evergreen forest bathed in the soft morning light. Capture the essence of cinematic lighting as gentle sunrays pierce through the dense foliage, creating an enchanting and visually captivating scene.



Image manipulation and creation

Mid Journey (paid)

Prompt: create a photorealistic image of an old evergreen forest at morning with sunrays peaking through, cinematic lighting



Image manipulation and creation

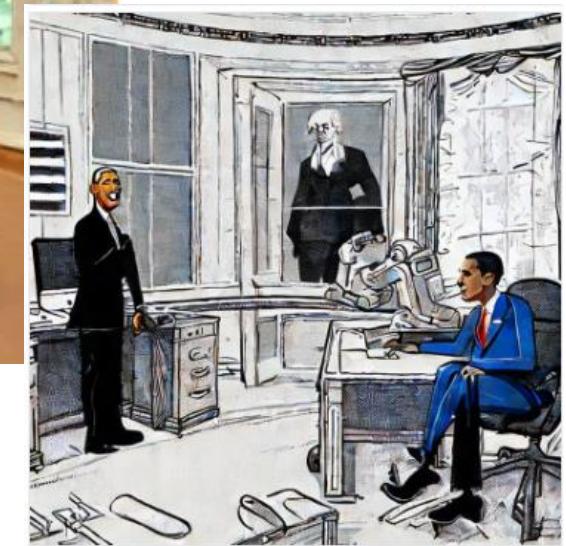
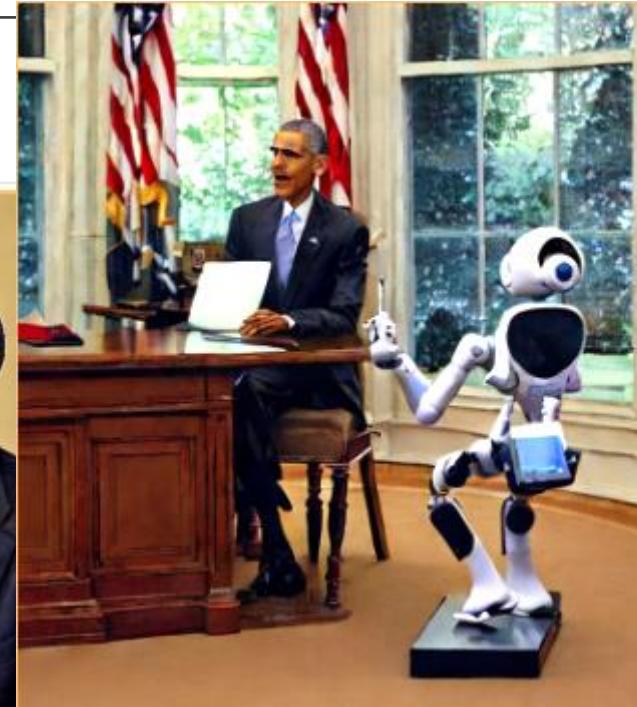
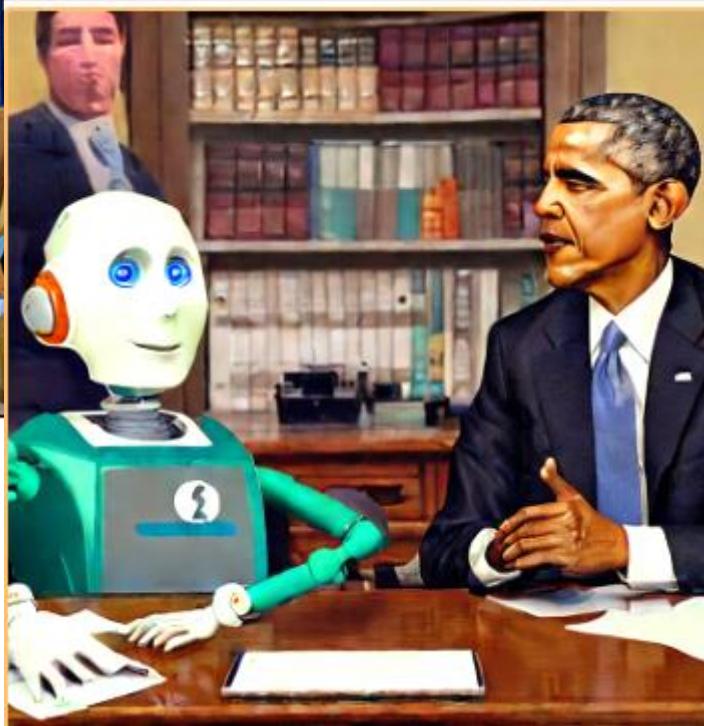
Mid Journey (paid)

Prompt: Produce a stunning and highly realistic image through stable diffusion, depicting an aged evergreen forest bathed in the soft morning light. Capture the essence of cinematic lighting as gentle sunrays pierce through the dense foliage, creating an enchanting and visually captivating scene.



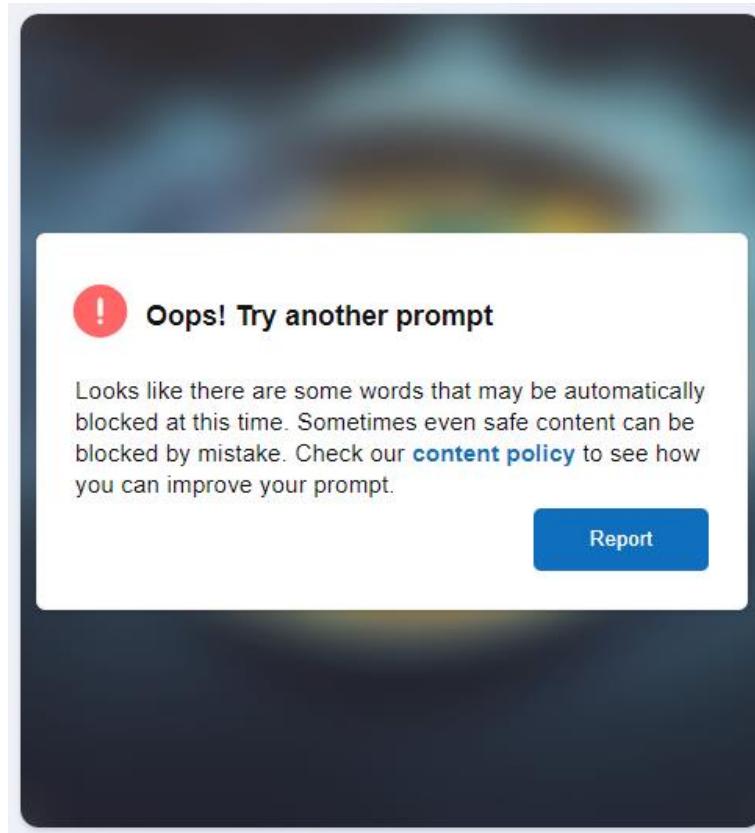
AI and law?

Please make me a picture of george washington and barack obama having a conversation in a business office while a robot sits at a desk nearby. The robot is obviously an administrative assistant. (Stable Diffusion)



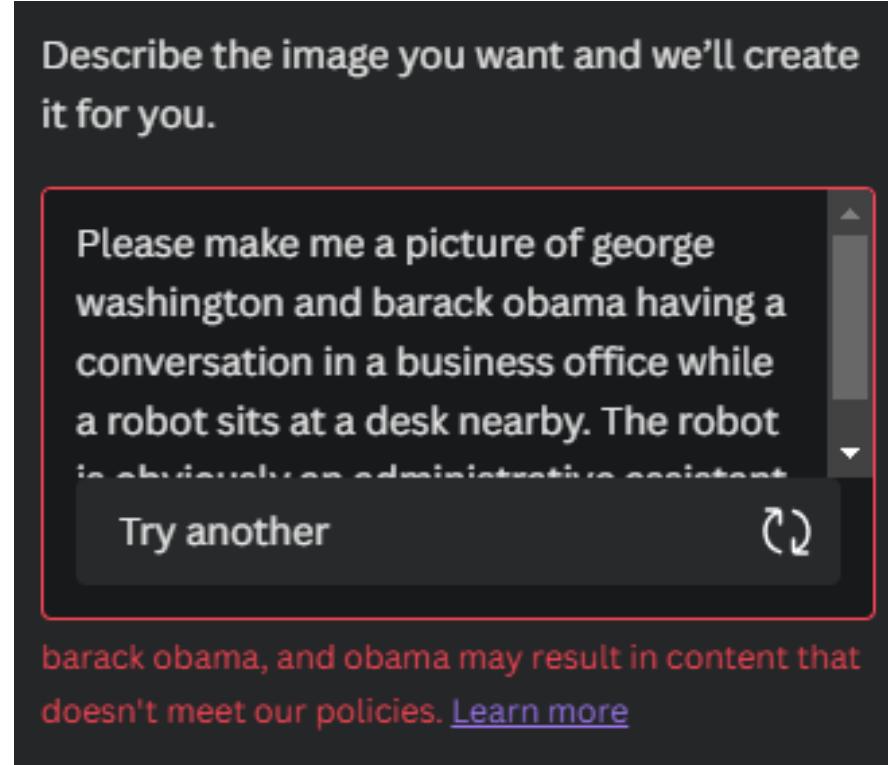
AI and law?

Please make me a picture of george washington and barack obama having a conversation in a business office while a robot sits at a desk nearby. The robot is obviously an administrative assistant. (Bing)



AI and law?

Please make me a picture of george washington and barack obama having a conversation in a business office while a robot sits at a desk nearby. The robot is obviously an administrative assistant. (Canva AI)



AI and law?

Please provide a photo-realistic picture of ten attorneys meeting in a conference room to watch an educational lecture on a screen (Bing Chat)



"Ten attorneys meeting in a conference room to watch an educat..."

AI and law?

Please provide a photo-realistic picture of ten attorneys meeting in a conference room to watch an educational lecture on a screen (Edge Copilot (DALL E 3, free)



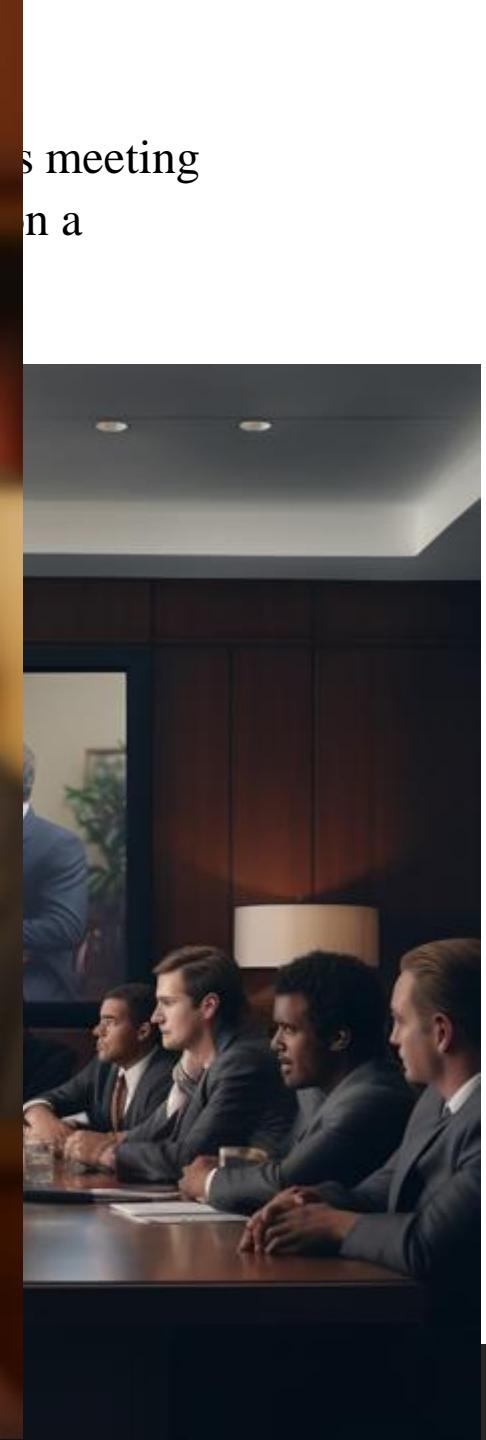
"10 attorneys meeting in a conference room to watc..."

Made by Bing Image Creator

Powered by DALL-E 3



AI and I



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Lee

Video creation

Synthesia

<https://www.onlinejudge.us/040391355937/ai>

Questions, comments, observations



Make it do my homework?

Claude.ai allows you to upload a PDF and then interrogate it.

This makes a helpful starting point if someone asks you for a bio and all you have is your resume.

please write a 200-word bio from the resume

DP

please write a 200-word bio that emphasizes David's experience with technology. the bio is for a technology conference

DP

please write a 200-word bio that emphasizes David's experience with law practice. the bio is for a conference on ensuring that low-income people have access to lawyers

DP

Asking the document a question

The Maryland CLE regulation example...



Claude.ai
ChatPDF

Dave

**WORKGROUP TO STUDY MANDATORY CONTINUING LEGAL EDUCATION
("MCLE") IN MARYLAND**

FINAL REPORT AND RECOMMENDATIONS

The Honorable Stuart R. Berger
Chair

Zachary Babo, Esq.
Reporter

WORKGROUP MEMBERS (listed alphabetically)

Jamie Alvarado-Taylor, Esq. (Stein Sperling)
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The Hon. Michael S. Barranco (Circuit Court for Baltimore County)
The Hon. Stuart R. Berger (Appellate Court of Maryland)
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Angus Derbyshire, Esq. (Maryland Legal Aid)
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Patrice Fulcher, Esq. (Maryland Office of the Public Defender)
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Steven W. Rakow, Esq. (Law Office of Steven W. Rakow, LLC)
The Hon. Stenise L. Rolle (Circuit Court for Prince George's County)
Zebulan P. Snyder, Esq. (The Law Office of Zeb Snyder)

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PDF

mclereport.pdf
807.77 KB

Please summarize this document

Here is a summary of the key points from the report by the Workgroup to Study Mandatory Continuing Legal Education in Maryland:

- The workgroup was created at the request of the Supreme Court of Maryland to investigate implementing a continuing legal education (CLE) requirement for attorneys licensed in Maryland.
- The workgroup recommends adopting a CLE mandate requiring attorneys complete 12 hours of CLE each year to remain in good standing, with the ability to carry over up to 12 hours annually.
- The 12 hours should include at least 1 hour each in ethics/professional responsibility, diversity/equity/inclusion, and mental health/substance abuse awareness ("1-1-1 plan").
- Reporting should be annual, either on a calendar year or aligned with other attorney reporting deadlines. The mandate should apply to all practicing attorneys except new admittees and those registered as inactive.
- The workgroup recommends a flexible approach to qualifying activities and reciprocity with other states. Teaching, writing, online classes, conferences, pro bono work should count.
- They advise leveraging the Attorney Information System for reporting. Overall, the goal is improving competence and public perception while minimizing the burden on attorneys.

please generate 5 examples of a one-sentence marketing pitch in favor of this proposal, from the point of view of lawyers

DP

Here are 5 one-sentence marketing pitches in favor of the CLE proposal, from the perspective of lawyers:

1. Mandatory CLE ensures all Maryland attorneys continuously improve our knowledge and skills, bolstering our value to clients.
2. Requiring 12 hours of CLE each year, including ethics and wellness training, makes certain we lawyers provide cutting-edge counsel.
3. By mandating CLE focused on ethics and mental health, Maryland attorneys demonstrate our commitment to client care.
4. Mandating 12 hours of CLE yearly, including diversity training, shows we lawyers aim to provide inclusive representation.
5. Requiring continuing education in ethics and technology proves we Maryland attorneys strive to remain at the forefront of our evolving profession.



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please generate 5 examples of a one-sentence marketing pitch in opposition to this proposal, from the point of view of lawyers

DP

Here are 5 one-sentence marketing pitches against the CLE proposal, from the perspective of lawyers:

1. Mandatory CLE unfairly burdens solo practitioners and small firms who have limited time and resources for additional training.
2. Requiring specific coursework every year restricts attorneys from freely growing their skills in areas most relevant to their evolving practices.
3. Mandating 12 hours of CLE annually forces attorneys to divert billable hours towards unproven educational requirements.
4. Continuing education requirements duplicate existing bar exam and MPRE testing without evidence such mandates improve competency.
5. Compelling lawyers to complete annual CLE disregards seasoned attorneys who remain adept through experience rather than mandated instruction.



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Dave

please generate 5 examples of a one-sentence marketing pitch in favor of this proposal,
from the point of view of the public

DP

Here are 5 one-sentence marketing pitches in favor of the CLE proposal, from the perspective of the public:

1. Requiring lawyers to take continuing education in ethics and wellness ensures the attorneys we trust provide competent counsel.
2. Mandating training in diversity and inclusion guarantees all Maryland residents receive culturally-aware legal representation.
3. Compelling lawyers to co attorneys are up-to-date
4. Continuing education foc better serve clients through
5. Mandating CLE proves M convenience, unlike the n

A

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please generate 5 examples of a one-sentence marketing pitch in opposition to this proposal, from the point of view of the public

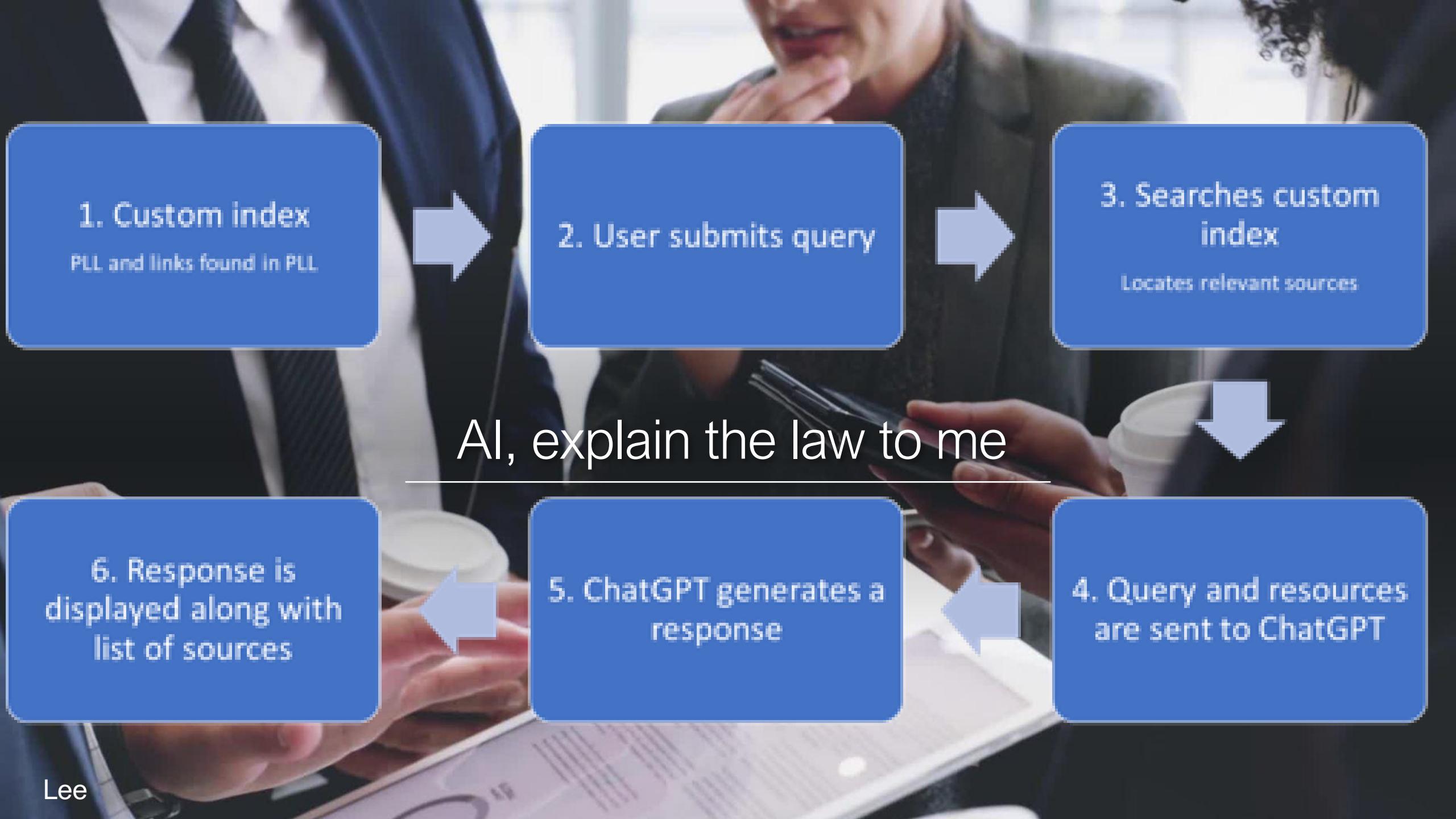
Here are 5 one-sentence marketing pitches against the CLE proposal, from the perspective of the public:

1. Forcing lawyers into additional mandatory training drives up legal costs for consumers without clear benefits.
2. Requiring continuing education reduces time attorneys spend directly serving clients and communities.
3. Compelling lawyers to take specific classes yearly restricts the legal system from innovating training most relevant to public needs.

Dave

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2. User submits query

3. Searches custom index

Locates relevant sources

6. Response is displayed along with list of sources

5. ChatGPT generates a response

4. Query and resources are sent to ChatGPT



what is the citation for cannabis law in maryland?



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The citation for the cannabis law in Maryland is md. code, criminal law §§ 5-101, 5-601, and 5-601.1.

[Expand this answer](#)

Did this answer your question?

Related Questions:

- What are the penalties for possession of small amounts of cannabis in Maryland?
- Can individuals grow cannabis at home in Maryland?
- Who is allowed to sell cannabis in Maryland?

References:

[Recreational Cannabis Use and Possession in Maryland](#) 0.6717932224273682

Cannabis law as of July 1, 2023 Maryland voted to legalize some amounts of cannabis use and possession. Under the enabling legislation, adults 21 and older may possess, use, and grow cannabis. Marijuana is now referred to as cannabis by Maryland...

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my landlord won't fix my broken water heater. what can I do?

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If your landlord refuses to fix your broken water heater, you have options to address the issue. One possible course of action is to pay your rent into an escrow account established at the local district court. By doing so, the court will hold the rent money until a judge hears your case and makes a decision. Depending on the severity of the problem and the time it takes for the landlord to fix it, you may be eligible to receive all or part of your rent back. To initiate this process, you can file a complaint for rent escrow with the court. However, it is important to note that the provided information does not directly address the specific query about a broken water heater.

Expand this answer

Did this answer your question?



Related Questions:

- What conditions are covered under Maryland law that require landlords to make repairs?
- What are the steps in the rent escrow procedure in Maryland?
- Can tenants represent themselves in rent escrow hearings in Maryland?

References:

[Rent Escrow: When the Landlord Fails to Make Repairs](#) 0.43156152963638306

Topics on this page: Property conditions and repairs Minor problems or non-dangerous violations Steps in the rent escrow procedure Representation at a rent escrow hearing What the Court may order Property conditions and repairs Maryland law ...

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ply? Do shopkeeper law applies to the age of a suspect?

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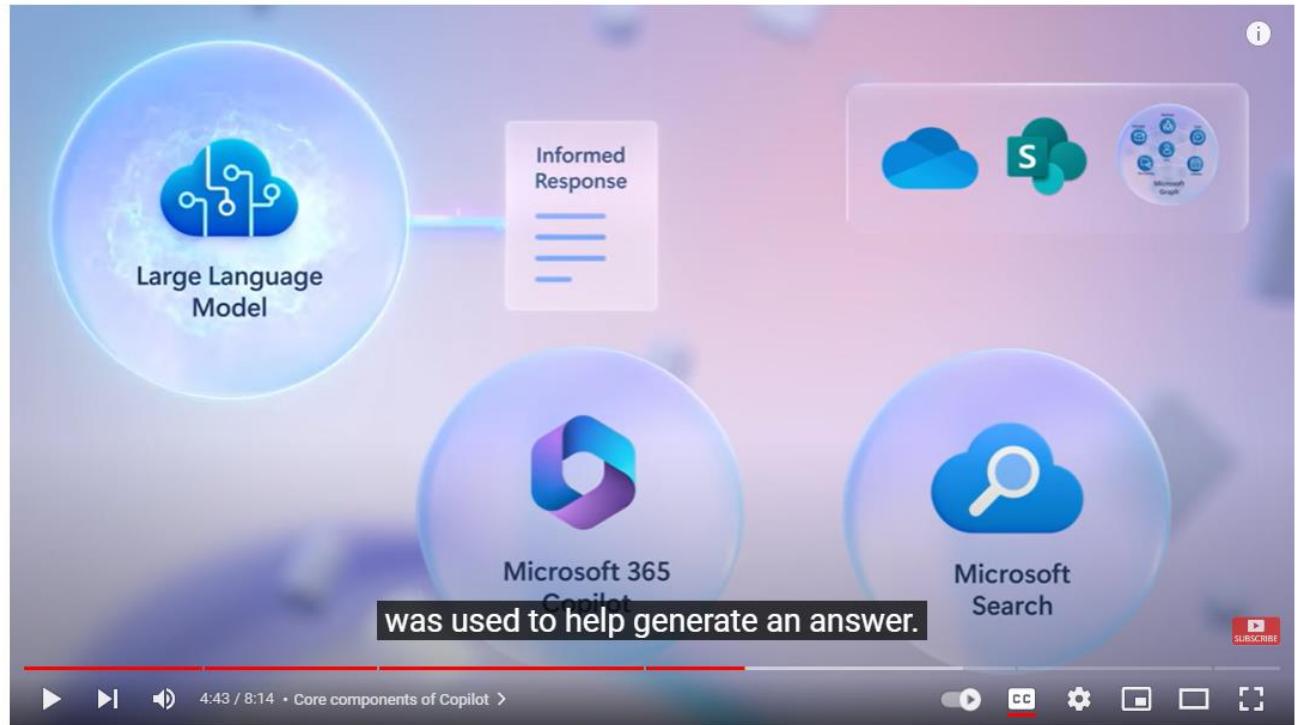
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Suggestions:

- Make sure all words are spelled correctly.
- Try different keywords.
- Try more general keywords.

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Take a quick look at everything...



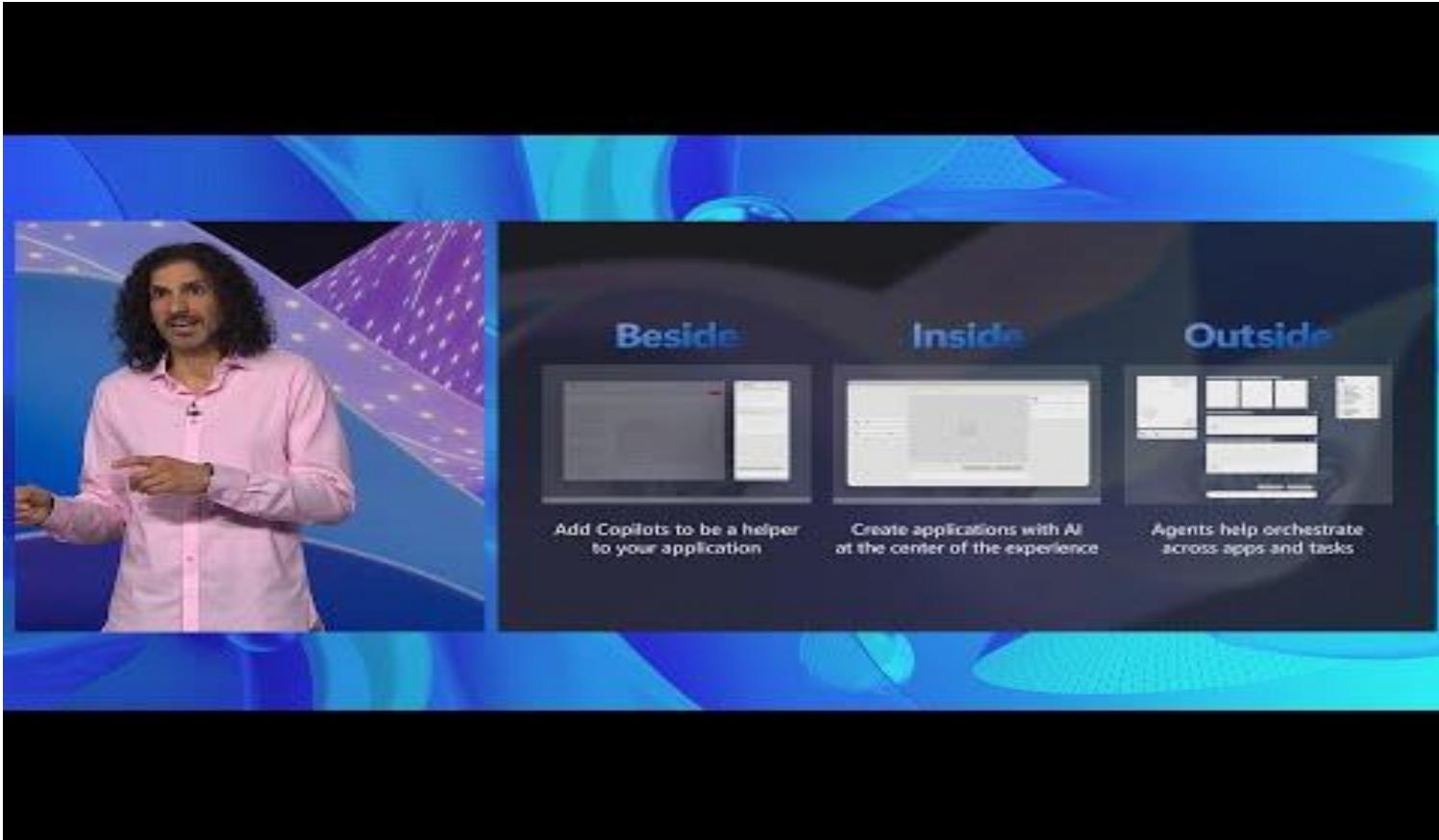
How Microsoft 365 Copilot works

<https://www.youtube.com/watch?v=B2-8wrF9Okc>

Microsoft Copilot
Google Duet

Dave

The future of AI – Beside, Outside, Inside



Further reading

- **Prompt engineering guide:** <https://www.promptingguide.ai/>
- **Great list of tools and links:** <https://github.com/steven2358/awesome-generative-ai>
- **Generative AI's Act Two (with "market map"):** <https://www.sequoiacap.com/article/generative-ai-act-two/>

The Generative AI Market Map v3

A work in progress



<https://www.sequoiacap.com/article/generative-ai-act-two/>

Should we be doing this?

AI Policy Generator - <https://causewriter.ai/resources/how-to-create-a-practical-ai-policy/>
The Seven GPT Objections to Consider (with rebuttals) <https://www.wholewhale.com/tips/gpt-objections/>