



THE USE OF ARTIFICIAL INTELLIGENCE IN THE LEGAL PROFESSION

September 25, 2025

6:00 p.m. - 8:00 p.m. | Zoom

Key Program Takeaways...

- ✓ *Learn safe, practical ways to use AI and automation tools.*
- ✓ *Discover office efficiency and legal research solutions.*
- ✓ *Hear how Maryland's AI project can serve as a model.*
- ✓ *Get guidance on creating an AI Acceptable Use Policy.*
- ✓ *Understand key ethics rules—and lessons from real-world misuse cases.*

Panel:

RUSS BLOOMQUIST
Maryland Legal Aid

CRAIG BRODSKY
Goodell DeVries Leech & Dann

DAVE PANTZER
Maryland Legal Services Corporation

LELAND SAMPSON
Thurgood Marshall State Law Library

Welcome!



[Heygen translation](#)



A couple of questions to start...

1. How much do you use AI?
 - A. **Nope** - I've really never tried it
 - B. **A tiny bit** - I've used it a few times in my personal life
 - C. **Monthly** - every now and then I have an idea that I try
 - D. **Often** - with each new challenge, I wonder if AI could help
 - E. **All the time** - AI has significantly changed the way I work
2. Which AI tools (if any) do you currently pay for?

MLSC: Use of AI tools in an organization for operational efficiency

MLSC's AI Plan
1. Early testing with a few staff
2. Put it in the budget for everyone
3. Develop an AI policy
4. Train all staff & discuss AI
5. Provide tools for all staff
6. Repeat training & dialogue

MLSC: Use of AI tools in an organization for operational efficiency

Potential Rewards of AI use	Potential Risks of AI use
<ul style="list-style-type: none">• Time savings in performing routine tasks, leaving time for curiosity and creativity• Cost savings - Availability of quick and inexpensive expertise• Ideas - A source of helpful ideas• Learning - Professional development	<ul style="list-style-type: none">• Brain Rot - Loss of meaningful understanding of information• Errors - Inaccurate work product• Bias - Decision-making that is unduly influenced by irrelevant or improper factors• Data security - Improper release of sensitive data

How do you protect against exposing confidential information?



Dave Pantzer

All-star contributor · September 17 at 10:21 AM · 🌐



Hi All - Quick AI question. If (and as) you have embraced some use of AI tools in your work practices, you have surely had concerns about exposing confidential information to unknowable externalities. Which of the following best describes the protections you have put in place?



I keep control by only ever exposing information one query at a time - never sharing batches of files.

17% >



I configure enterprise settings to define which swaths of files an AI tool has access to.

1% >



I use a carefully isolated AI-safe zone to store files to which I want the tool to have access.

1% >



I use a carefully isolated AI-unsafe zone to store files I won't let AI near.

7% >



I work with a trusted partner (company or tool) to implement the security I need.

7% >



Added by [redacted]
I do not share files with AI ever.

18/28

64% >



Added by [redacted]
What's AI? For that matter, what's a computer?

3% >



[illegible]

- [illegible]

[illegible]

- [illegible]

ChatGPT ***Business*** – What it is

- High end general chatbot
- Build your own specialized chatbots with specific instructions and data/knowledge files
- Share chatbots within your team (or more broadly)
- Does not use workspace data to train its models

Getting started...

1. Visit <https://chatgpt.com/>
2. Create a free account
3. Click to upgrade to Business (min 2 users)
4. \$30/user/month, paid monthly
\$25/user/month, paid annually
5. Pay by credit card

Business

RECOMMENDED

\$25 USD / month

Secure, collaborative workspace for teams

Get Business

- ⬢ Everything in Plus, with even higher limits
- ∞ Unlimited access to our best model for work
- 🔒 Advanced security with SSO, MFA & more
- 🔒 Privacy built in; data never used for training
- 🔗 Integration with Sharepoint & other tools
- 📁 Tools for teams like projects & custom GPTs
- 📄 Simplified billing and user management
- 🗣️ Meeting and voice transcription
- 🤖 Coding and deep research agents
- 📺 Videos, image gen, data, & code all in chat

For 2+ users, billed annually

Unlimited subject to abuse guardrails. [Learn more](#)


ChatGPT 5 Instant ▾



What can I help with?

+ Ask anything



 Use connectors

ChatGPT can make mistakes. OpenAI doesn't use MLSC workspace data to train its models.

a. Use the general ChatGPT

Choose your model
(Fast or thoughtful)

Pick your tools
(optional)

Upload documents
(optional)

Ask a question

b. Build and use a custom GPT

Give it a name and
specific
instructions

Upload persistent
“knowledge” files

Choose a default
model, capabilities,
and actions

Save; Share (or
not); Use and
reuse

Choose a “model”...

ChatGPT 5 Thinking ▾

GPT-5

Auto

Decides how long to think

Instant

Answers right away

Thinking

Thinks longer for better answers



Pro

Research-grade intelligence

Legacy models




Choose any tools...
Upload any documents...

What can I help with?

+ /




 Add photos & files

 Agent mode


 Connected apps

 Deep research

 Create image

 Search

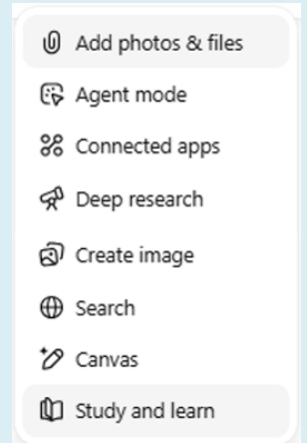
 Canvas

 Study and learn

ChatGPT *Team Workspace* – Use Cases and Examples

1. Using the default ChatGPT tool

- a. First drafts of policies, letters, etc.
- b. Help with step-by-step problems and troubleshooting
- c. Image creation
- d. Upload document(s) and ask questions
- e. Deep research example



Fast model; no tools; no documents

draft a short, friendly note to a grantee to tell them they were not selected for some extra funding

Subject: Update on [Funding Opportunity Name]

Dear [Grantee's Name],

Thank you for your application for [funding opportunity name]. We appreciate the work you do and the thoughtful proposal you submitted.

Unfortunately, we weren't able to award additional funding this time, as we had more strong applications than we could accommodate. However, we truly value your partnership and the impact of your work, and we hope to have other opportunities to support you in the future.

Please don't hesitate to reach out if you have any questions. We're grateful for all you do!

Best,

[Your Name]

[Your Organization]

Fast model; no tools; no documents

Subject: Update on

Dear [Grantee's Name],

Thank you for your
thoughtful proposal.

Unfortunately, we were unable to
than we could accommodate your request.
hope to have other opportunities in the future.

Please don't hesitate to reach out if you have any questions.

Best,

[Your Name]

[Your Organization]

please give me an excel formula. Cell A2 contains a name like "Doe, John". In the cell next to it (B2) I want the initials, like "D, J"

You can use the following formula in cell B2 to extract the initials from the name in A2:

excel

Copy Edit

```
=UPPER(LEFT(A2,1)) & ", " & UPPER(LEFT(MID(A2,FIND(" ",A2)+1,LEN(A2)),1))
```

Explanation:

1. `LEFT(A2,1)` gets the first character of the name (the first letter of the last name, assuming the format "Last, First").
2. `MID(A2,FIND(" ",A2)+1,LEN(A2))` extracts the first name portion by finding the space after the comma and extracting everything that follows.
3. `LEFT(MID(...),1)` gets the first letter of the first name.
4. `UPPER()` ensures both initials are in uppercase.
5. `& ", "` adds a comma and a space between the initials.

If you have a more complex scenario, such as names with middle initials or suffixes, let me know!



Image Creation

Can you please make a subtle, professional logo for a communication platform called "MLSC Community Connect"? This will be for staff of legal services nonprofits that we fund.



Here's the thinking behind the elements:

•**Speech bubble:** clear signal that this is a communication space—conversation, announcements, and peer exchange.

•**Interlocking “M” and “C”:** MLSC + Community/Connect. The overlap suggests partnership between MLSC and grantee staff, and the platform as the meeting point.

•**The gap in the inner “M”:** that intentional break represents an **open channel**—a doorway for people to enter the conversation, ask questions, and share resources. It also reads as an **ongoing thread** rather than a closed shape, emphasizing that the community is evolving, not static.

•**Color palette:**

- **Navy** conveys trust, stability, and professionalism (appropriate for legal services).
- **Teal** hints at support, care, and forward-



Image Creation

Can you please make a subtle, professional logo for a communication platform called "MLSC Community Connect"? This will be for staff of legal services nonprofits that we fund.



Marketing?

please develop 4 social media cards to promote the family law practice of [FIRM] in [LOCATION]. Refer to [WEBSITE].

can you please make images for these 4 cards?

Card 1 — “Mesa Family Law, Made Uncomplicated”

Headline: Family Law in Mesa, Made Uncomplicated

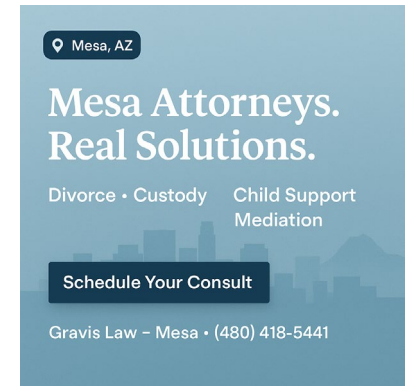
Post copy: Going through divorce, custody, or support issues? Our Mesa team provides compassionate, clear guidance—so you can focus on what matters most. Schedule a consultation today. [gravislaw.com+1](https://www.gravislaw.com+1)

CTA: Book a Consultation

Contact line: Gravis Law – Mesa | 705 N. Lindsay Rd, Mesa, AZ 85213 | (480) 418-5441 [Gravis Law - Business](https://www.gravislaw.com)

Suggested visual: Warm, welcoming office or family-focused photo with subtle “Law Uncomplicated” overlay.

Hashtags: #MesaAZ #FamilyLaw #Divorce #ChildCustody #GravisLaw



Upload a document...

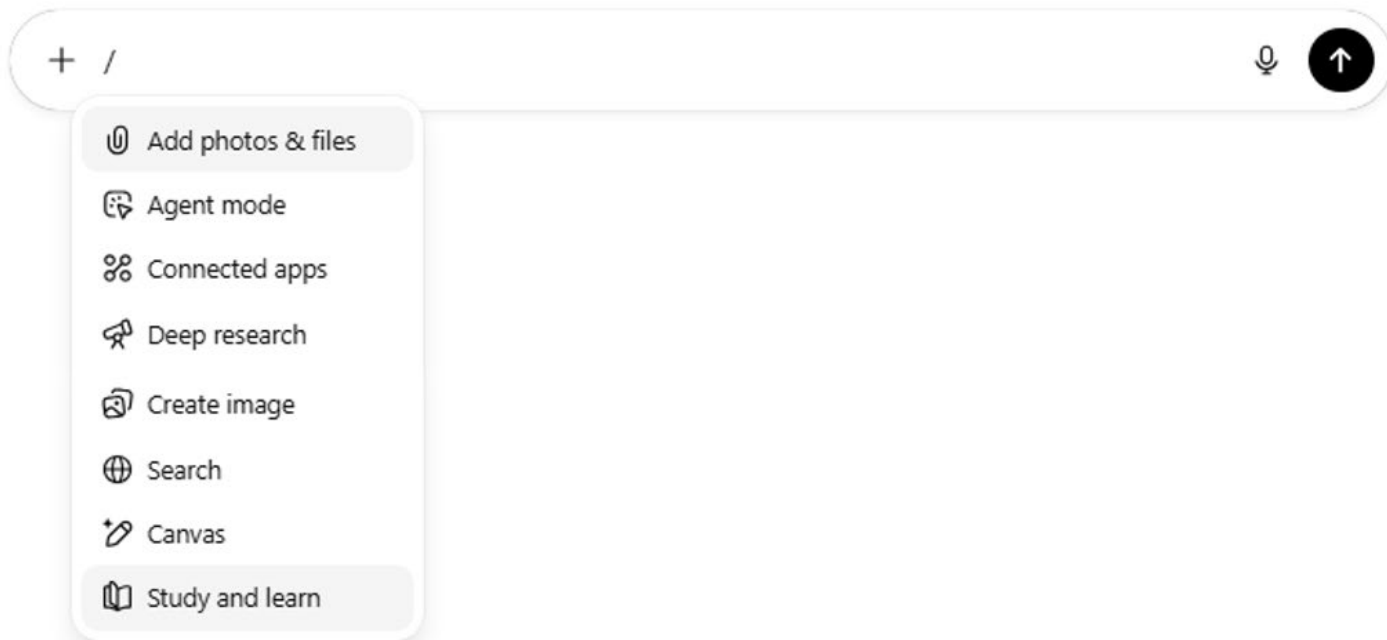
please summarize the following in 100 words. Focus on significant achievements:

I will upload a transcript of a Zoom call between me (Dave) and Casondra for MLSC on one side and [REDACTED] for [REDACTED] on the other side. Please give a brief narrative summary of what got understood, and what remains to be seen.

Can you help me create discussion questions and talking points to facilitate a meeting focused on this documents content? The context is an investment committee of a board of directors.

“Agent mode”

What can I help with?



Data Visualizations, starting from PDFs

Section 11-605 - Affordable Life, Wills, and Estate Planning for Seniors Grant Program (Program to help low-income seniors with certain documents.)

(f) The Program shall provide eligible clients with legal services concerning primarily:

- (1) last will and testaments;
- (2) powers of attorney;
- (3) special needs trusts;
- (4) advance health care directives; and
- (5) life estate deeds.

[illegible][illegible][illegible][illegible][illegible]

Active Publications	0
Book and Review Sales	0
Chapters	0
Editorial or Book Reviews	0
Editor	0
Editorial Board	0
Invited Paper	0

(Ranking Table (Decreasing and Increasing))

	Percent of Total
Invited Paper	0%
Book and Review Sales	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%
Editorial or Book Reviews	0%

It may be noted that in calculating the above table, only the following categories of publications are included: publications with citations, and publications with book sales.

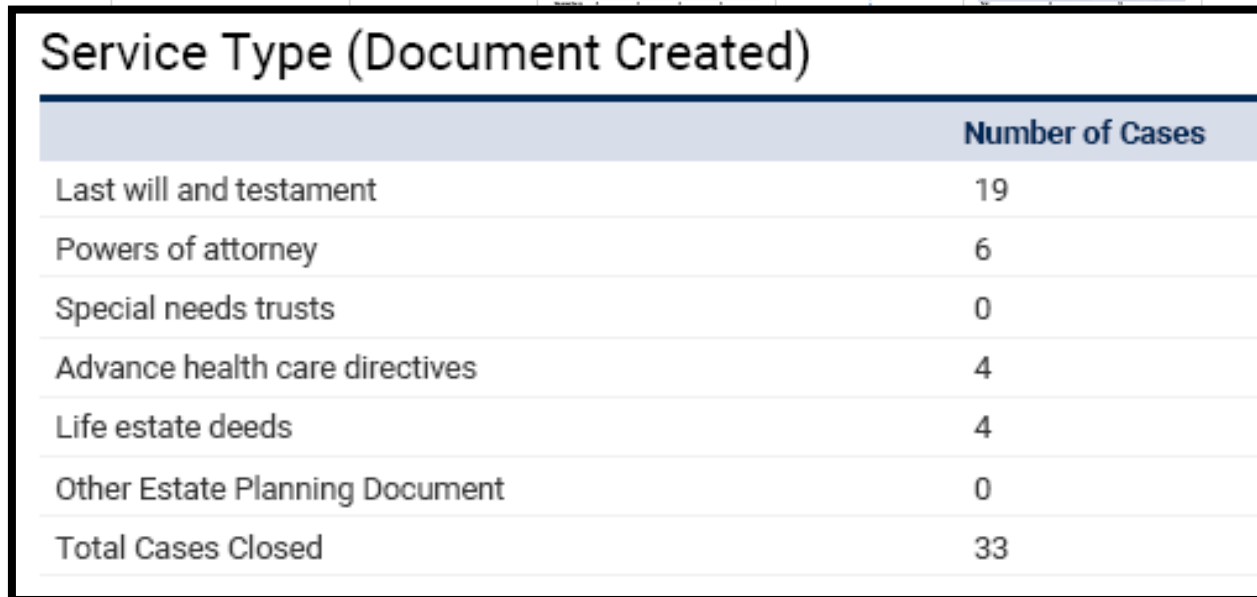
Table 1-6









[illegible]

Guiding Cases

Students may need to refer again to the *Guiding Cases* in their work systematically in the following part of the course. The following table summarizes the reporting cycle.

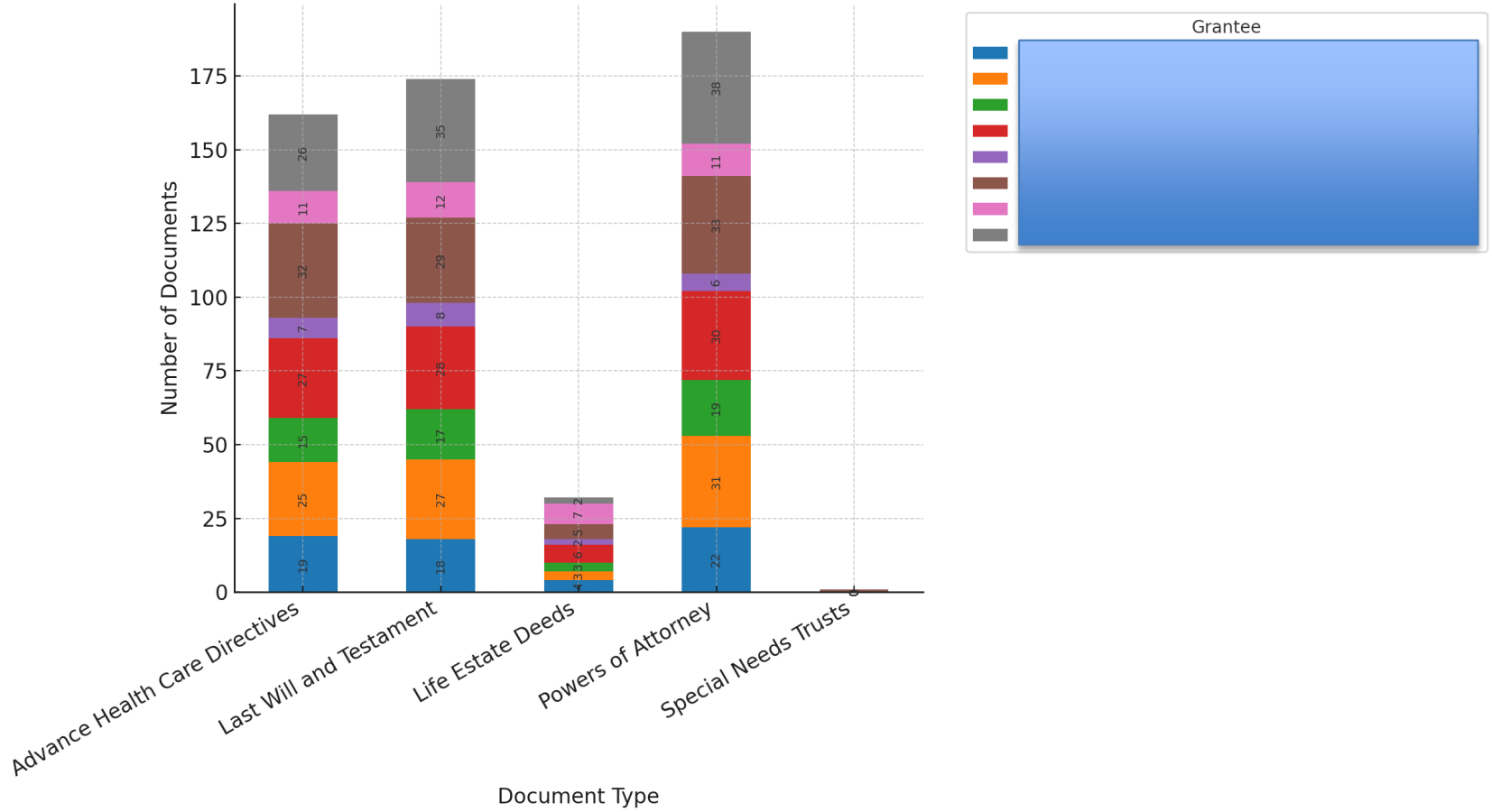
Reporting Cycle	Guiding Case
1. Reporting Cycle 1	Guiding Case 1
2. Reporting Cycle 2	Guiding Case 2
3. Reporting Cycle 3	Guiding Case 3
4. Reporting Cycle 4	Guiding Case 4
5. Reporting Cycle 5	Guiding Case 5
6. Reporting Cycle 6	Guiding Case 6
7. Reporting Cycle 7	Guiding Case 7
8. Reporting Cycle 8	Guiding Case 8
9. Reporting Cycle 9	Guiding Case 9
10. Reporting Cycle 10	Guiding Case 10
11. Reporting Cycle 11	Guiding Case 11
12. Reporting Cycle 12	Guiding Case 12
13. Reporting Cycle 13	Guiding Case 13
14. Reporting Cycle 14	Guiding Case 14
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16. Reporting Cycle 16	Guiding Case 16
17. Reporting Cycle 17	Guiding Case 17
18. Reporting Cycle 18	Guiding Case 18
19. Reporting Cycle 19	Guiding Case 19
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22. Reporting Cycle 22	Guiding Case 22
23. Reporting Cycle 23	Guiding Case 23
24. Reporting Cycle 24	Guiding Case 24
25. Reporting Cycle 25	Guiding Case 25
26. Reporting Cycle 26	Guiding Case 26
27. Reporting Cycle 27	Guiding Case 27
28. Reporting Cycle 28	Guiding Case 28
29. Reporting Cycle 29	Guiding Case 29
30. Reporting Cycle 30	Guiding Case 30
31. Reporting Cycle 31	Guiding Case 31
32. Reporting Cycle 32	Guiding Case 32
33. Reporting Cycle 33	Guiding Case 33
34. Reporting Cycle 34	Guiding Case 34
35. Reporting Cycle 35	Guiding Case 35
36. Reporting Cycle 36	Guiding Case 36
37. Reporting Cycle 37	Guiding Case 37
38. Reporting Cycle 38	Guiding Case 38
39. Reporting Cycle 39	Guiding Case 39
40. Reporting Cycle 40	Guiding Case 40
41. Reporting Cycle 41	Guiding Case 41
42. Reporting Cycle 42	Guiding Case 42
43. Reporting Cycle 43	Guiding Case 43
44. Reporting Cycle 44	Guiding Case 44
45. Reporting Cycle 45	Guiding Case 45
46. Reporting Cycle 46	Guiding Case 46
47. Reporting Cycle 47	Guiding Case 47
48. Reporting Cycle 48	Guiding Case 48
49. Reporting Cycle 49	Guiding Case 49
50. Reporting Cycle 50	Guiding Case 50
51. Reporting Cycle 51	Guiding Case 51
52. Reporting Cycle 52	Guiding Case 52
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70. Reporting Cycle 70	Guiding Case 70
71. Reporting Cycle 71	Guiding Case 71
72. Reporting Cycle 72	Guiding Case 72
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75. Reporting Cycle 75	Guiding Case 75
76. Reporting Cycle 76	Guiding Case 76
77. Reporting Cycle 77	Guiding Case 77
78. Reporting Cycle 78	Guiding Case 78
79. Reporting Cycle 79	Guiding Case 79
80. Reporting Cycle 80	Guiding Case 80
81. Reporting Cycle 81	Guiding Case 81
82. Reporting Cycle 82	Guiding Case 82
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84. Reporting Cycle 84	Guiding Case 84
85. Reporting Cycle 85	Guiding Case 85
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90. Reporting Cycle 90	Guiding Case 90
91. Reporting Cycle 91	Guiding Case 91
92. Reporting Cycle 92	Guiding Case 92
93. Reporting Cycle 93	Guiding Case 93
94. Reporting Cycle 94	Guiding Case 94
95. Reporting Cycle 95	Guiding Case 95
96. Reporting Cycle 96	Guiding Case 96
97. Reporting Cycle 97	Guiding Case 97
98. Reporting Cycle 98	Guiding Case 98
99. Reporting Cycle 99	Guiding Case 99
100. Reporting Cycle 100	Guiding Case 100

[illegible][illegible][illegible]

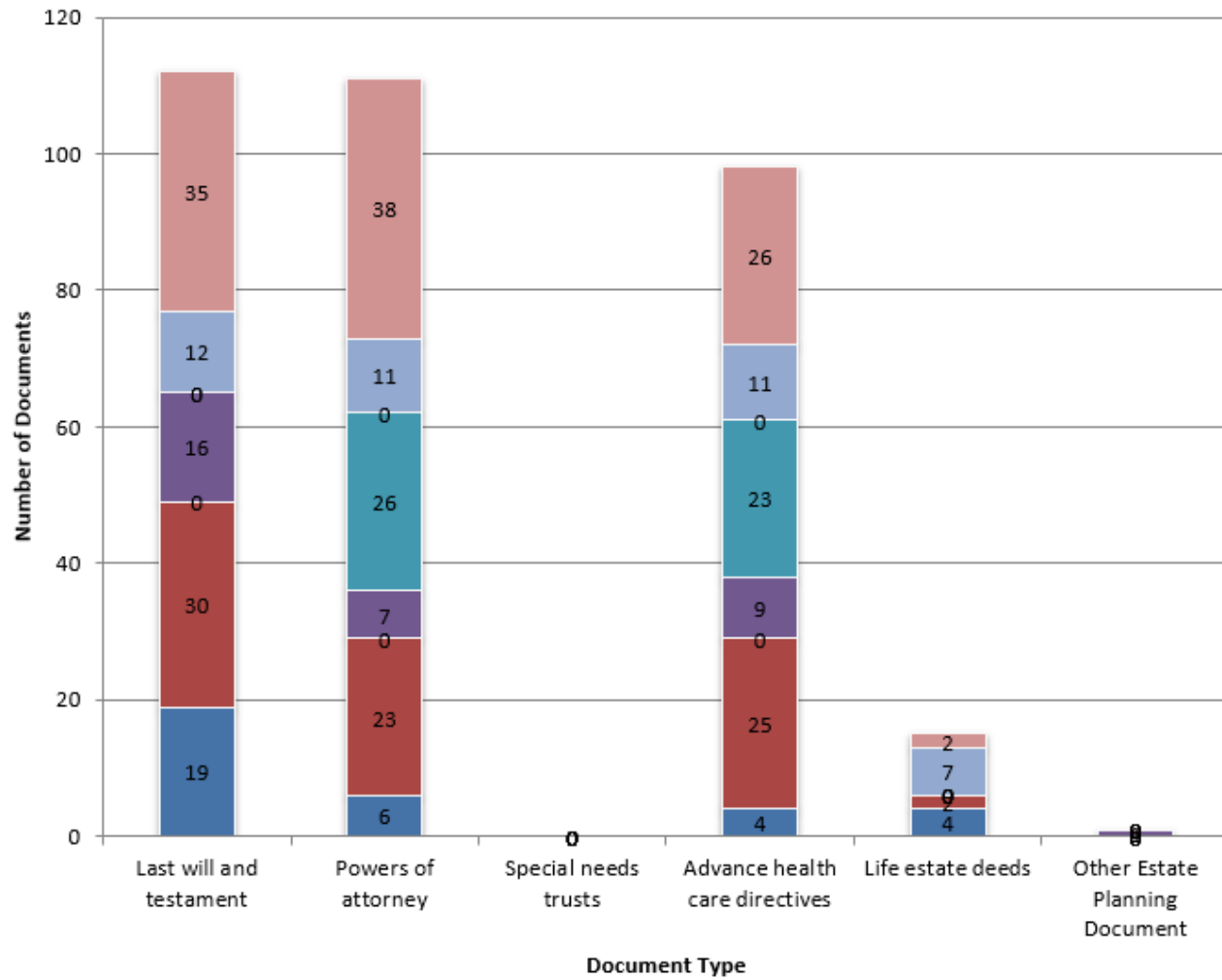
-  ALFFY25Final_Report-2025-2191.pdf
PDF
-  BBFSLSFY25Final_Report-2025-2205.pdf
PDF
-  CivilJusticeFY25Final_Report-2025-219...
PDF
-  CLSPGCFY25Final_Report-2025-2195.pdf
PDF
-  HCBFFY25Final_Report-2025-2178.pdf
PDF
-  MVLSFY25Final_Report-2025-2188.pdf
PDF
-  PBRCFY25Final_Report-2025-2207.pdf
PDF
-  SLAFY25Final_Report-2025-2187.pdf
PDF

i will give you the Final reports of eight grantees for a legal services grant that provides seniors with various sorts of estate planning documents. I want to better understand how many of each document type were provided and by which grantee. Please examine the "Service Type (Document Created)" table in each report and output a spreadsheet with a stacked colored bar graph. Each column should represent one of the document types, and within each column, there should be a colored layer representing the number of that document type provided by each grantee. Please include data labels.

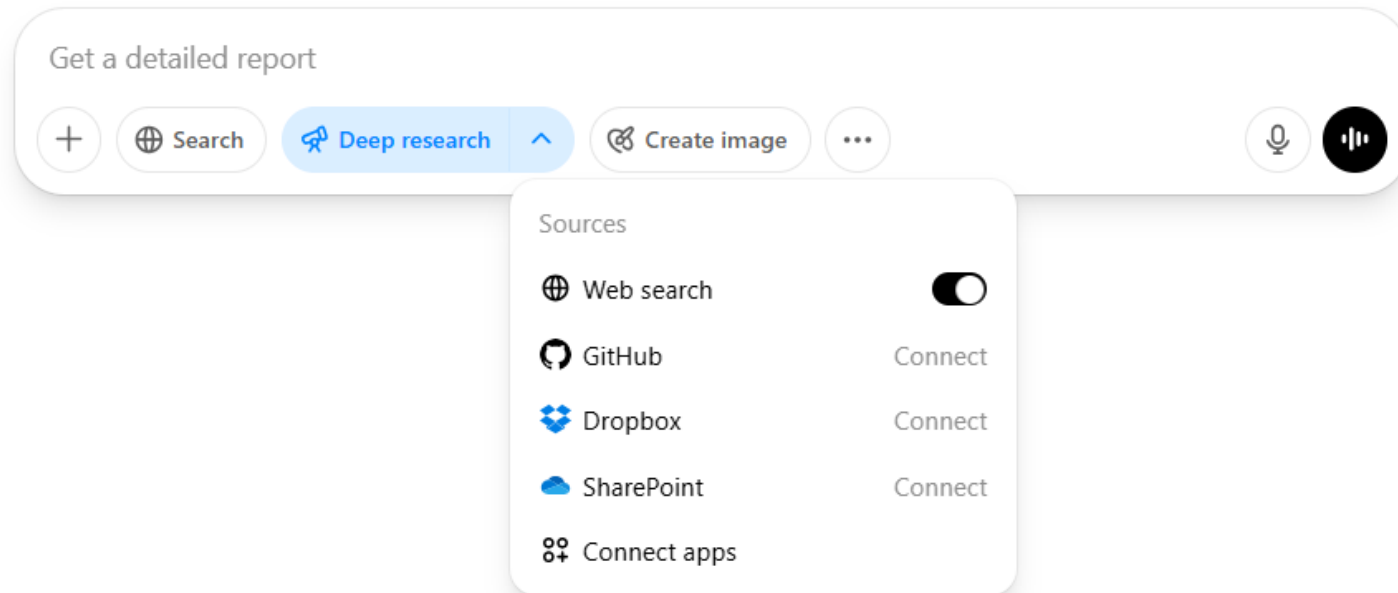
Estate Planning Documents by Type and Grantee (FY25)



Estate Planning Documents by Document Type and Grantee



What are you researching?



April 24, 2025 update: We're significantly increasing how often you can use deep research —Plus, Team, Enterprise, and Edu users now get 25 queries per month, Pro users get 250, and Free users get 5. This is made possible through a new lightweight version of deep research powered by a version of o4-mini, designed to be more cost-efficient while preserving high quality. Once you reach your limit for the full version, your queries will automatically switch to the lightweight version.

a. Use the general ChatGPT

Choose your model
(Fast or thoughtful)

Pick your tools
(optional)

Upload documents
(optional)

Ask a question

b. Build and use a custom GPT

Give it a name and
specific
instructions

Upload persistent
“knowledge” files

Choose a default
model, capabilities,
and actions

Save; Share (or
not); Use and
reuse

ChatGPT *Team Workspace* – Use Cases and Examples

1. Internal knowledge base

Upload resources (e.g., directories, policies, laws, guidance documents, etc.) and when you get a tricky question, ask it!

ChatGPT 4o ▾

Temporary



What can I help with?

Ask anything



Search



Deep research



Create image



info@mlsc.org



👤 Add Teammates

📁 Manage workspace

📋 Tasks

👤 My GPTs

⚙️ Customize ChatGPT

⚙️ Settings

📖 Keyboard shortcuts

📖 Help & FAQ

📖 Release notes

📖 Terms & policies

🔍 Get ChatGPT search extension

🚪 Log out

Create

Configure

Name

Name your GPT

Description

Add a short description about what this GPT does

Instructions

What does this GPT do? How does it behave? What should it avoid doing?

Conversations with your GPT can potentially include part or all of the instructions provided.

Conversation starters



Knowledge

Conversations with your GPT can potentially reveal part or all of the files uploaded.

Upload files

Capabilities

- ☒ Web Search
- ☒ Canvas
- ☒ 4o Image Generation
- ☐ Code Interpreter & Data Analysis ?

Allow this GPT to run code. When enabled, this GPT can analyze data, work with files you've uploaded, do math, and more.

Create new action

Preview

Ask anything



ChatGPT *Team Workspace* – Use Cases and Examples

2. Speedy or repeated analysis of formatted documents for specific question

Example: A chatbot to review organizational financial audits.

I will upload a PDF of a financial audit for a nonprofit. Please review each page of the audit and then provide a summary of information that I need to be aware of. Focus on any red flags or risks.

After doing this, please separately indicate, for the present year and the prior year, the following tests, placing them in a table: Current ratio; Quick ratio; Debt to Assets Ratio; General Administration-Fundraising Cost Ratio.

Please also calculate the change in net assets; and state the number of months of liquidity.



Financial Audit Review Tool

By Dave Pantzer 8

Ask anything



ChatGPT ***Team Workspace*** – Natural Language Coding

Natural language coding – tell the computer in plain language what you want it to do

The GPT will prompt the user to upload the first report. The GPT will prompt the user to upload further reports, one by one, until the user replies, "done" instead of uploading a report.

The GPT will then prompt the user with this menu: "[N]-Narrative; [S]-Statistics; [F]-Final Summary; [A]-Ask me; [D]-Done" and await the corresponding response (Either N, S, F, A, or D). A

If the user enters N, the GPT will provide a brief summary of the narrative portions of the reports that were uploaded.

If the user enters S, the GPT will provide a brief summary of the statistical portions of the reports that were uploaded.

If the user enters F, the GPT will provide a very brief summary of the state of the program, based on the complete picture that emerges from all the uploaded reports.

If the user enters A, the GPT will say, "Ask your question..." and await the user's question. The GPT will then answer the question based on the relevant portions of the relevant reports. The GPT will then return to the main N, S, F, A, D prompt.

If the user enters D, the GPT will thank the user for their input and ask if they want the N, S, F, S, D menu back or if they are really done.

Sample Output

2. What challenges have the [GRANT PROGRAM] programs encountered this quarter?

Several recurring challenges were highlighted across the reports:

- **Attorney Recruitment Shortages:** [Grantee], [Grantee], and [Grantee] all pointed out difficulties in recruiting attorneys, particularly in rural or specialized areas. [Grantee] mentioned the need for attorneys with specific language skills, such as Amharic and Vietnamese, to serve growing immigrant populations. Similarly, [Grantee] struggled to place high-conflict cases due to limited attorney availability.
- **Attorney Burnout:** [Grantee] and [Grantee] expressed concerns about attorney burnout, especially as the same volunteers often handle multiple or more complex cases. [Grantee] reported similar issues, particularly in areas with fewer practicing family law attorneys.
- **Case Complexity:** [Grantee] and [Grantee] reported that cases are becoming more complex, leading to longer durations to close cases. This also ties into the challenge of attorney burnout, as volunteers are taking longer to resolve the cases they handle.

These challenges indicate a growing strain on resources, both in terms of attorney availability and their ability to manage increasingly complex caseloads.

ChatGPT *Team Workspace* – Building Data Visualization

Building Data Visualization

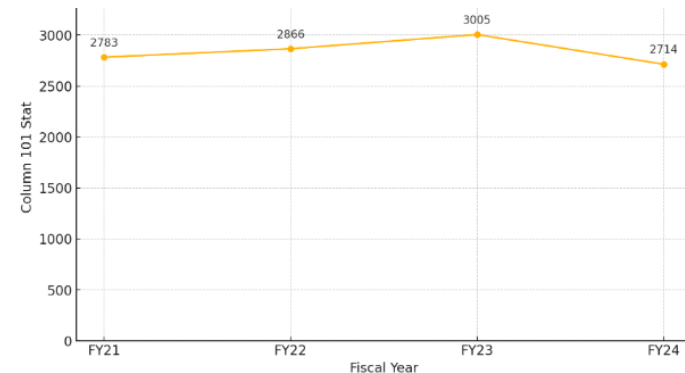
BZ	CA	CB		CC	CD	CE		CF	CG	CH		CI	CJ	CK		CL	CM	CN		CO	CP	CQ		CR	CS	CT		CU	CV	CW	
78	79	80		81	82	83		84	85	86		87	88	89		90	91	92		93	94	95		96	97	98		99	100	101	
MLSC (Non-ML	All Brief Advice	MLSC (Non-ML		All Counseling		MLSC (Non-ML		All Negotiations		MLSC (Non-ML		All Document Preparation		MLSC (Non-ML		All Administrative Proceedings		MLSC (Non-ML		All Litigation		MLSC (Non-ML		All Other Remedies		MLSC (Non-ML		All Closed - Level			
90	77	167		0	0	0		0	0	0		0	0	0		193	126	319		11	18	29		0	0	0		294	221	515	
2	2	4		1045	266	1311		0	0	0		51	1	52		638	226	864		88	6	94		0	0	0		1824	501	2325	
111	137	248		30	15	45		0	0	0		2	0	2		0	0	0		32	14	46		0	0	0		175	166	341	
9	54	63		48	45	93		0	0	0		0	0	0		0	0	0		75	60	135		3	10	13		135	169	304	
16	42	58		0	0	0		0	0	0		0	0	0		0	0	0		28	50	78		0	0	0		44	92	136	
20	56	76		13	35	48		5	1	6		7	5	12		1	0	1		2	0	2		0	4	4		48	101	149	
1597	4904	6501		484	1860	2344		2	7	9		333	1009	1342		4	18	22		477	1856	2333		94	340	434		2991	9994	12985	
0	0	0		35	332	367		0	1	1		1	8	9		0	0	0		5	53	58		0	0	0		41	394	435	
882	606	1488		114	166	280		46	37	83		0	0	0		23	3	26		9	9	18		0	61	61		1074	882	1956	
243	7	250		179	8	187		1	0	1		26	0	26		0	0	0		147	5	152		5	1	6		601	21	622	
765	726	1491		148	142	290		0	0	0		49	47	96		0	0	0		44	43	87		0	0	0		1006	958	1964	
27	246	273		15	64	79		0	1	1		0	1	1		0	0	0		55	154	209		1	12	13		98	478	576	
7	29	36		29	124	153		7	31	38		0	1	1		15	65	80		106	449	555		0	0	0		164	699	863	
94	62	156		97	38	135		0	0	0		0	0	0		0	0	0		46	20	66		0	0	0		237	120	357	
176	46	222		1625	397	2022		0	0	0		0	0	0		0	0	0		321	120	441		0	29	29		2122	592	2714	
3	9	12		8	13	21		0	0	0		0	0	0		0	0	0		134	0	134		1	190	191		146	212	358	
51	470	521		5	38	43		0	0	0		0	3	3		6	6	12		22	72	94		2	11	13		86	600	686	
9057	296	9353		348	37	385		140	8	148		566	38	604		165	20	185		1214	842	2056		58	4	62		11548	1245	12793	
54	63	117		184	171	355		29	12	41		133	31	164		0	0	0		94	482	576		41	14	55		535	773	1308	
0	3	3		0	6	6		3	0	3		0	0	0		0	0	0		34	199	233		0	0	0		37	208	245	
453	52	505		916	97	1013		0	0	0		0	0	0		0	0	0		73	9	82		18	3	21		1460	161	1621	
0	863	863		0	686	686		0	2	2		0	391	391		0	14	14		0	1395	1395		0	0	0		0	3351	3351	
88	71	159		0	0	0		2	0	2		0	0	0		5	1	6		23	19	42		0	0	0		118	91	209	
5	41	46		12	100	112		0	1	1		0	6	6		0	20	20		17	85	102		0	0	0		34	253	287	
156	344	500		0	0	0		0	1	1		2	2	4		0	0	0		87	28	115		0	0	0		245	375	620	
100	125	225		426	520	946		4	4	8		97	118	215		0	1	1		18	21	39		40	48	88		685	837	1522	
14	193	207		0	0	0		10	141	151		0	0	0		0	0	0		19	258	277		73	1016	1089		116	1608	1724	
345	106	451		26	3	29		5	1	6		162	62	224		0	0	0		0	0	0		0	0	0		538	172	710	
70	3	73		14	2	16		0	0	0		0	0	0		6	13	19		3	4	7		0	0	0		93	22	115	
3	16	19		3	4	7		0	0	0		5	19	24		2	0	2		5	0	5		0	0	0		18	39	57	
0	0	0		13	96	109		2	20	22		40	477	517		5	13	18		0	0	0		0	0	0		60	606	666	
6061	1120	7181		0	5	5		0	1	1		0	0	0		21	84	105		33	268	301		0	0	0		6115	1478	7593	
0	0	0		38	177	215		0	0	0		0	0	0		53	115	168		0	0	0		0	0	0		91	292	383	

FY21

FY22

FY23

FY24



Create

Configure

Name

Operating Grant Raw Data - askme

Description

Add a short description about what this GPT does

Instructions

The knowledge file for this GPT is a multi-sheet spreadsheet representing the raw data for several grantees. We will ask the GPT questions about trends, based on the information. Most of the sheets are for a specific year (for example, FY24 means fiscal year 2024). The GPT will respond to questions. For example, we will ask about trends of how many cases of a certain kind that a certain grantee has done over time. In general, we will ask about column one on each tab, under the heading "Organization." The data points we will ask about are

Conversation starters

Knowledge

If you upload files under Knowledge, conversations with your GPT may include file contents. Files can be searched by the Code Interpreter if enabled

The following files are only available for Code Interpreter:

Dave.xlsx
Spreadsheet

- Please provide a line chart plotting the number of "All Closed - Level" cases for << X>>, across the four years labeled FY21, FY22, FY23, and FY24
- please plot the stat in column CW over time for grantee "<< X>>"
- please include data labels for the nodes on the graph, so I can see the exact numbers
- please plot column 101 over time for << X>>, including data labels on the graph
- please adjust the scale of the y-axis, so that it starts at 0
- please adjust the y-axis to go to 20% higher than the highest point
- now please add in another line, in another color, for the data points in column 95. please label this series "Litigation"
- Please rename the Column 101 Stat series to All Cases
- Now please add in a line called Brief Services, which is the sum of the data points in columns 80 and 83
- can you please make this graph for each grantee and output them all into a big word document?

Operating Grant Data – FY21 to FY24

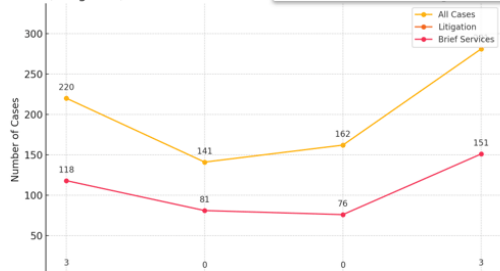
Grantee 1

Comparison of All Cases, Litigation, and Brief Services for [Redacted] (FY21-FY24)



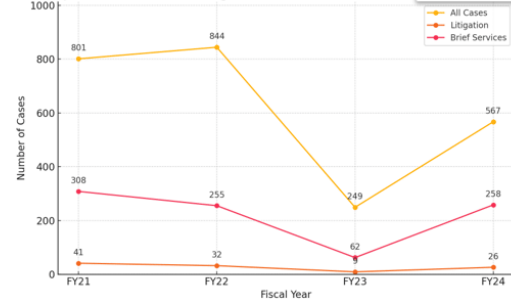
Grantee 2

Comparison of All Cases, Litigation, and Brief Services for [Redacted]



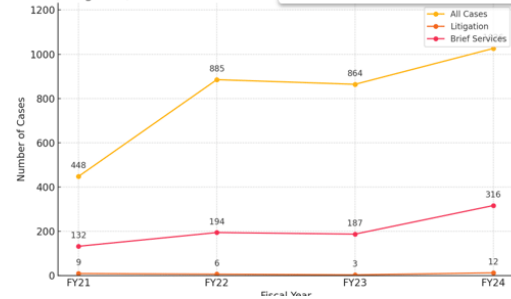
Grantee 3

Comparison of All Cases, Litigation, and Brief Services for [Redacted]



Grantee 4

Comparison of All Cases, Litigation, and Brief Services for [Redacted]



ChatGPT – Strategies

- Within its analysis, ask for citations to examples.
- Redact identifying information in the query.
- Instead of relying on verbiage, ask it to identify themes.
- Build in visual verification aids, like numerical tags on graphs and charts.
- Use it as an assistant, to speed you up.
- It can produce output in MS Office format, not just text and images.
- Providing more context in your questions helps it produce more appropriate output.
- https://learnprompting.org/docs/basics/prompt_structure

Microsoft Copilot

- Integrated into Office tools:
- - Summarize Word docs
- - Draft emails and content
- - Analyze Excel data
- - Automate Teams and Outlook tasks

CoPilot in Excel

	A	B	C	D	E	F	G	H
1	County	2020	2021	2022	2023			
2	Allegany	2027	1765	1997	2002			
3	Anne Arundel	26884	22902	22001	29476			
4	Baltimore City	33213	28859	36597	39336			
5	Baltimore County	18343	22589	29958	30627			
6	Calvert	1944	2235	2453	2286			
7	Caroline	1051	925	1047	882			
8	Carroll	2258	1797	2297	2160			
9	Cecil	2300	2270	2439	2146			
10	Charles	4462	4408	4814	6520			
11	Dorchester	1041	923	1400	1263			
12	Frederick	7196	6858	9238	10095			
13	Garrett	531	515	549	524			
14	Harford	5679	5712	6107	6135			
15	Howard	4524	5178	5914	5594			
16	Kent	353	379	455	407			
17	Montgomery	16953	18470	25747	27735			
18	Prince George's	35523	29501	40595	46354			
19	Queen Anne's	894	818	747	787			
20	St. Mary's	2604	2893	3125	2822			
21	Somerset	1944	658	840	788			
22	Talbot	1161	1000	1100	910			
23	Washington	3457	3114	4311	4932			
24	Wicomico	4575	3855	5595	5654			
25	Worcester	1178	1087	1446	1299			
26								

Copilot (Preview) ⌵ ✕

Create formulas
Suggest a formula column

Understand
Summarize using PivotTables or charts

Apply color and formatting
Highlight all cells with [incomplete in red]

can you make a projection of each county's number for 2024?

Here's 1 formula column to review and insert:

2024 Projection

Here's 1 formula column to review and insert:

Here's 1 formula column to review and insert:

2024 Projection

Projects the value for 2024 by using a linear forecast based on the data from 2020 to 2023 for each county.

fx

`=FORECAST.LINEAR(2024,[@@2020]:[@@2023],{2020,2021,2022,2023})`

Show explanation ⌵

+ Insert column

AI-generated content may be incorrect

Copilot in Word

Summarize or
interrogate an
existing
document

The screenshot displays the Microsoft Word application window. The ribbon at the top includes tabs for File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Developer, Help, and Acrobat. The Home tab is active, showing options for Paste, Clipboard, Font (Aptos, size 11), Paragraph, Styles, Editing, Dictate, Sensitivity, Add-ins, Editor, and Copilot. The main document area contains text about 'Apps.mdlab.org' and a numbered list of seven applications: Court Forms Generator, Digital Signature Manager, Events and Venue Manager, ExpungeltMD, Walk-in Registration, MCLA App, and MLAGPT. On the right, the Copilot sidebar is open, featuring a chat interface with a welcome message, suggested actions like 'Summarize this doc' and 'Ask a question about this doc...', a 'Chat history' section, and a search bar at the bottom.

File Home Insert Draw Design Layout References Mailings Review View Developer Help Acrobat Editing

Paste Clipboard Font Paragraph Styles Editing Dictate Sensitivity Add-ins Editor Copilot

Apps.mdlab.org is a comprehensive platform offering a variety of features include:

1. **Court Forms Generator:** This app integrates case search number, select a court form, and the system merges the in
2. **Digital Signature Manager:** Allows users to send select co signatures via text or email.
3. **Events and Venue Manager:** Users can publish legal clinic
4. **ExpungeltMD:** This platform automates the expungement eligibility for record expungement. With just a client's name reviews eligibility criteria, generates the necessary legal for
5. **Walk-in Registration:** A management tool for walk-in regis
6. **MCLA App:** Designed for the Maryland Center for Legal Ass and communications with self-represented litigants. It incl module that generates multi-million-dollar invoices each q thousand of self-represented litigants annually and much r
7. **MLAGPT:** This generative AI tool can be used for a wide ran automation. The system can work with PDFs, Word docum process a variety of audio and video files. MLA has a zero-d our AI system HIPAA compliant.

Copilot

I can chat, respond to your questions, and help you with writing and summarizing this document.

Here are some things you can try

Summarize this doc

Ask a question about this doc...

Chat history

Summarize this doc Is there a call to action?

Ask me anything about this document

Page 1 of 1 243 words Text Predictions: On Accessibility: Good to go Focus 100%

Copilot in Word – editing “down”

Notes: MLSC will involve grantees in three phased groups.

- **Group 1:** 2-5 grantees – early adopters. These grantees will immediately test the first draft of the MLSC data template, to determine the extent to which they can immediately comply. This test and follow-up conversation determines the understandability and sufficiency of the template.
- **Group 2:** 5-8 grantees – broader cohort, representative of most grantee types, and willing to discuss. These grantees will review the template and discuss challenges they foresee. This conversation determines likely common challenges, and proposed basic frameworks for resolution.

Groups 1 and 2 will receive early access to technology grant funding (GA1) to facilitate resolutions to any reporting needs.

- **Group 3:** all remaining grantees.

All grantees will have access to technology grant finalized requirements.



Rewrite with Copilot

Visualize as a Table

Group	Number of Grantees	Description	Purpose	Grant Funding
Group 1	2-5	Early adopters	Test the first draft of the MLSC data template	GA1
Group 2	5-8	Broader cohort, representative of most grantee types	Review the template and discuss challenges	GA1
Group 3	All remaining grantees	All other grantees	Compliance with finalized requirements	GA2

Downloadable AI Tools

- Offline-friendly models:
 - - GPT4All, Llama 2
 - - Run locally with no data sharing
 - - Great for privacy-focused orgs

Offline AI Options

- No-internet-required tools:
 - - AI kiosks or court support tools
 - - Data privacy for sensitive work
 - - Works in secure or remote areas