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30 Tech Tips:

Using software, hardware, data and AI to get a running start at home, on the road, or in the office

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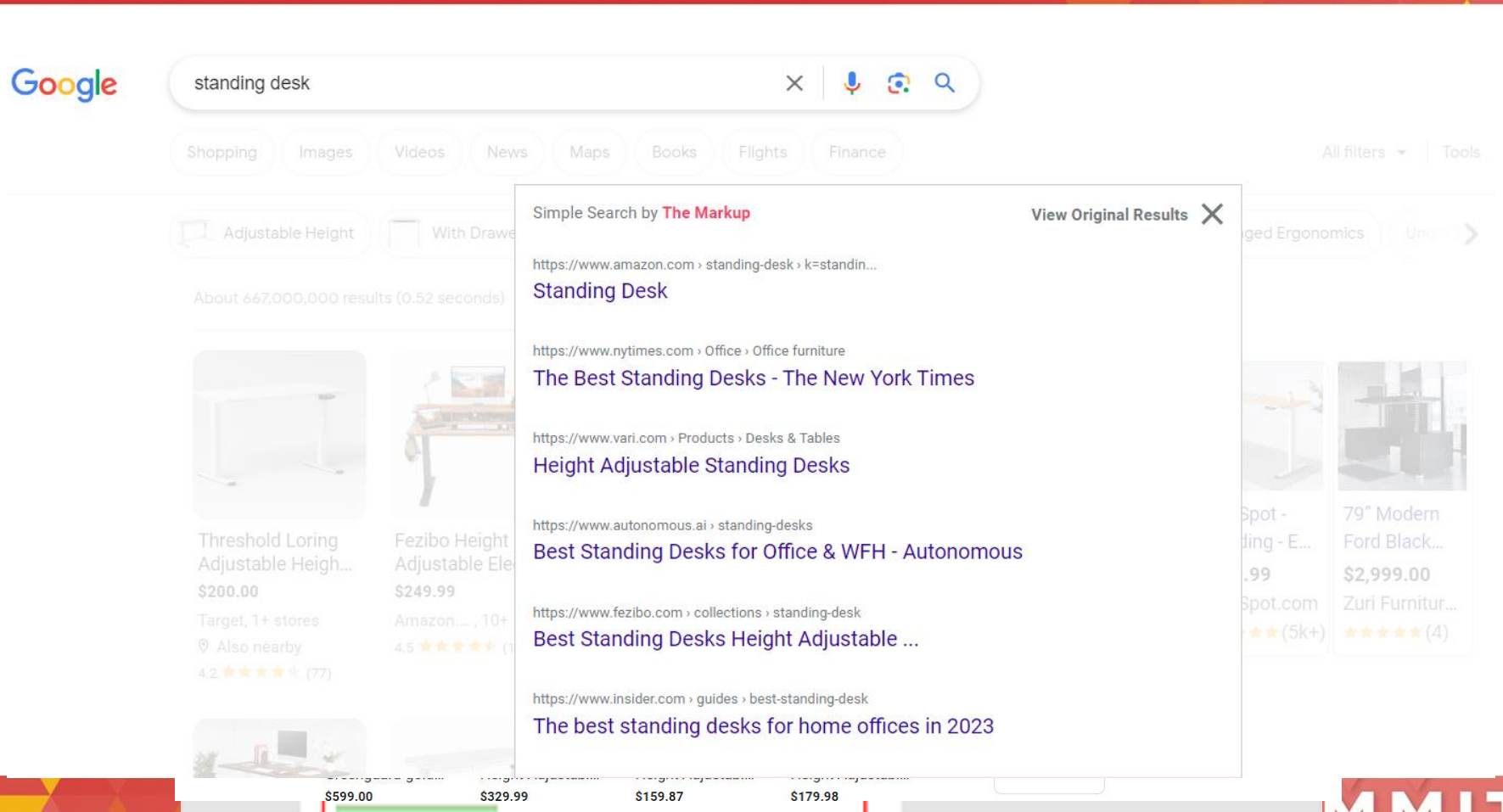
Roadmap

- General tech tips and tricks
- Artificial Intelligence Description
    - Large Language Models
- AI tools
- Discussion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Maps
Books
Flights
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Tools
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View Original Results
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The best standing desks for home offices in 2023
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79" Modern Ford Black...
$2,999.00
Zuri Furnitur...
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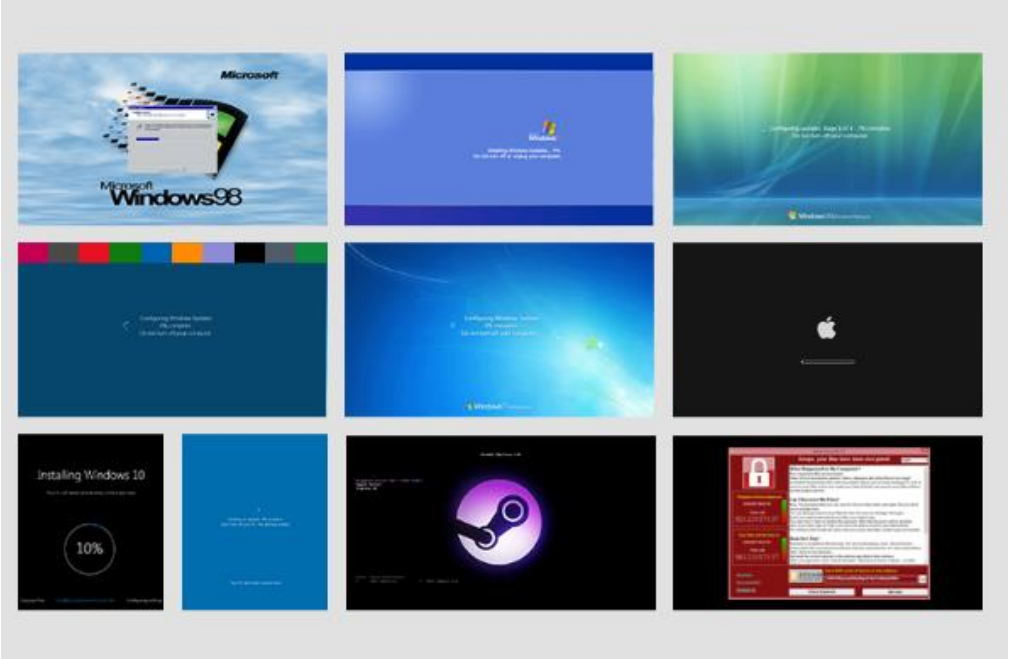
$329.99
$159.87
$179.98

Finding Software

- Capterra.com
  (comparisons and reviews)
- AlternativeTo.net
  (recommendations)
- Alternative.me
  (find software options)
- Similarweb.com
  (analyze your website, competitors)

- Fakeupdate.net



General Productivity section

uBlock Origin

Browser extension

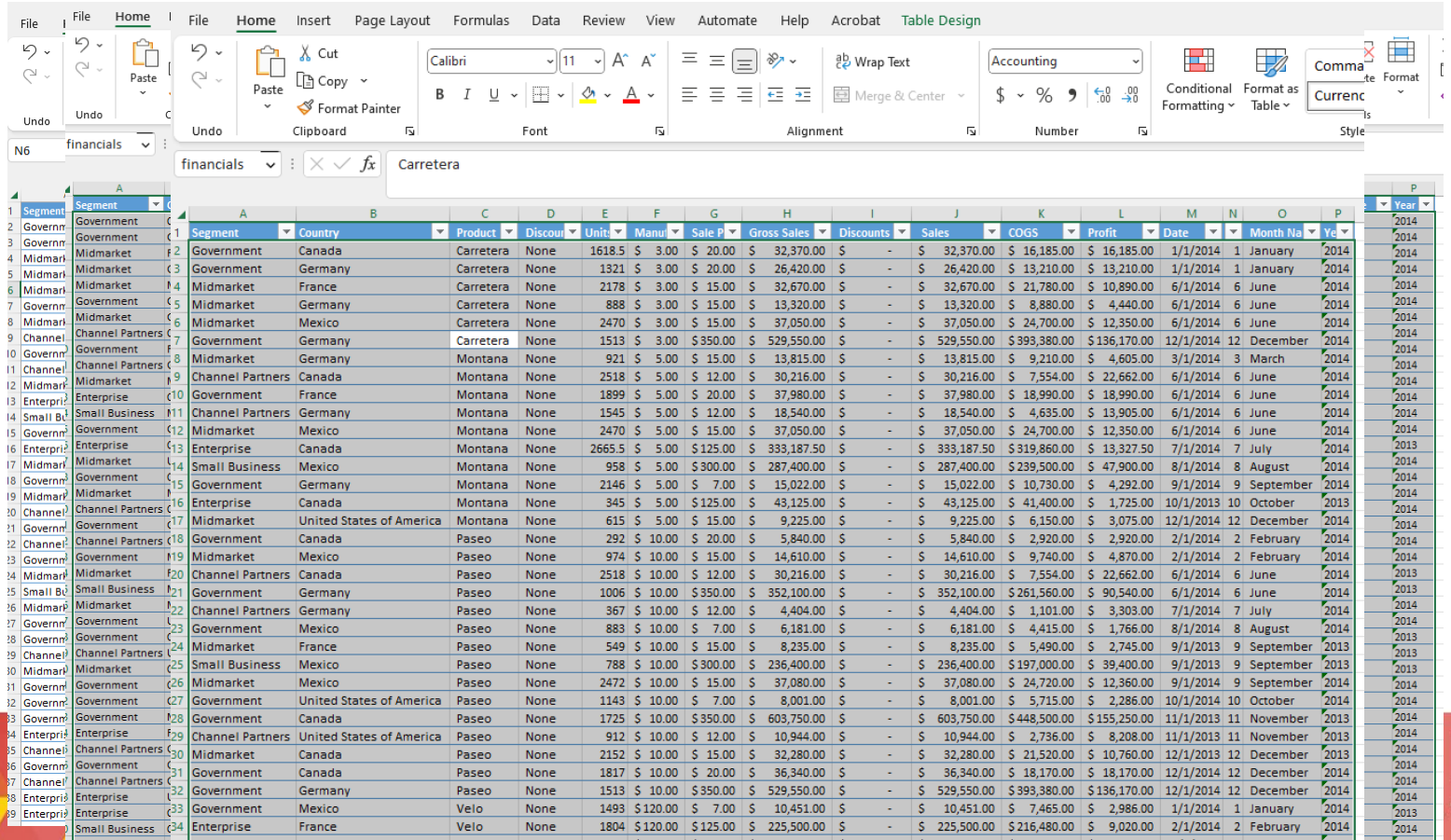
- Content blocker (ads, tracking, pop ups)
- Desktop only
    - Firefox browser on Android

Ge

Key

Keyboard Shortcut	Function
Windows Key	Open/close Start menu
Windows Key + [start typing]	Launch apps or search files
Windows Key + A	Open Action Center
Windows Key + D	Minimize/Maximize all windows
Windows Key + E	Open File Explorer
Windows Key + I	Open Setting App
Windows Key + L	Lock the PC
Windows Key + Tab	Open Task View
Windows Key + →	Snap current window right
Windows Key + ←	Snap current window left
Ctrl + Z	Undo an action

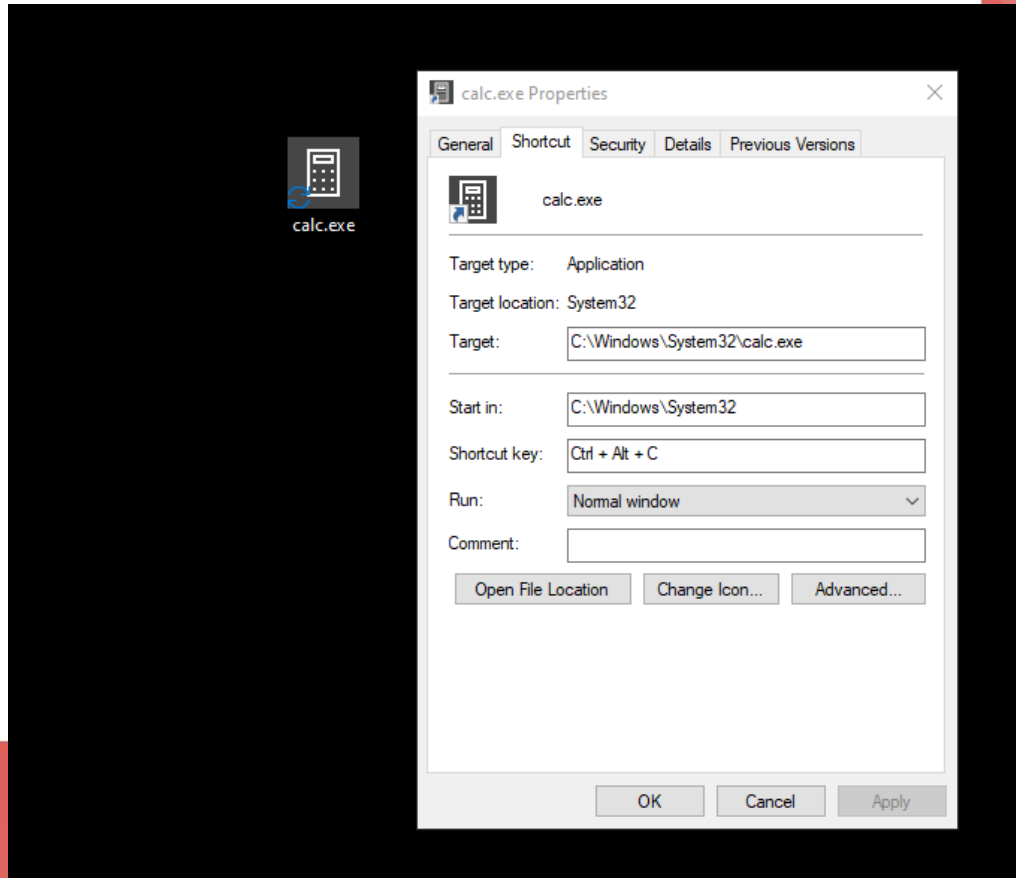
Excel shortcut – Ctrl + A; Alt + HOA / Alt + HOI



Segment	Country	Product	Discount	Units	Manufacturing Price	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	$ 393,380.00	$ 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	$ 319,860.00	$ 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	$ 239,500.00	$ 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	$ 261,560.00	$ 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	$ 197,000.00	$ 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	$ 448,500.00	$ 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	$ 393,380.00	$ 136,170.00	12/1/2014	12	December	2014
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
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

Make your own personal shortcut key!

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

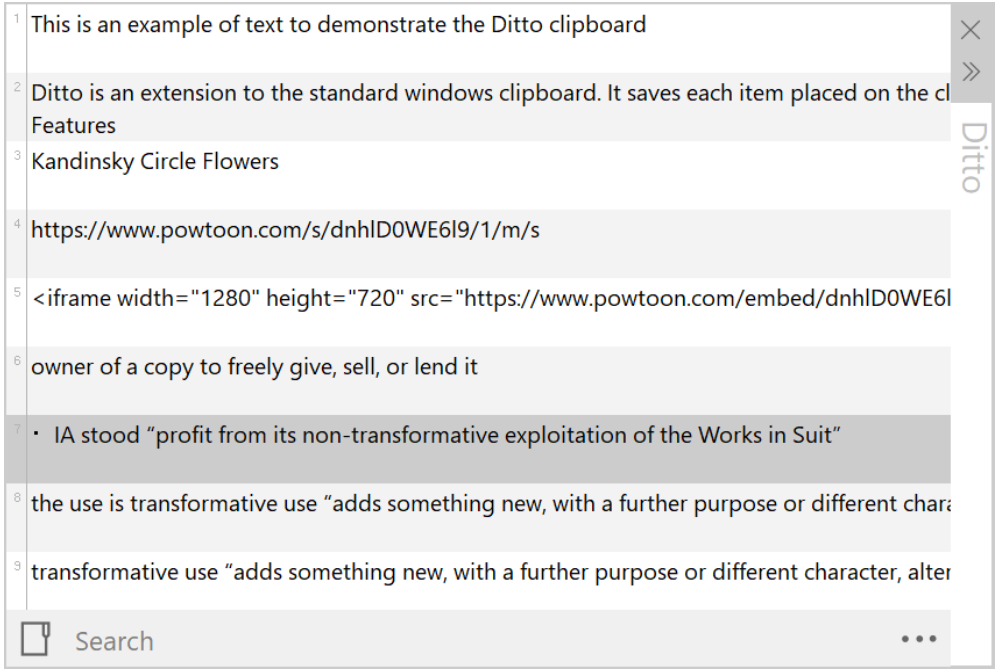


General Productivity section

Ditto

Windows app

- Paste in plain text (Ctrl+Shift+V)



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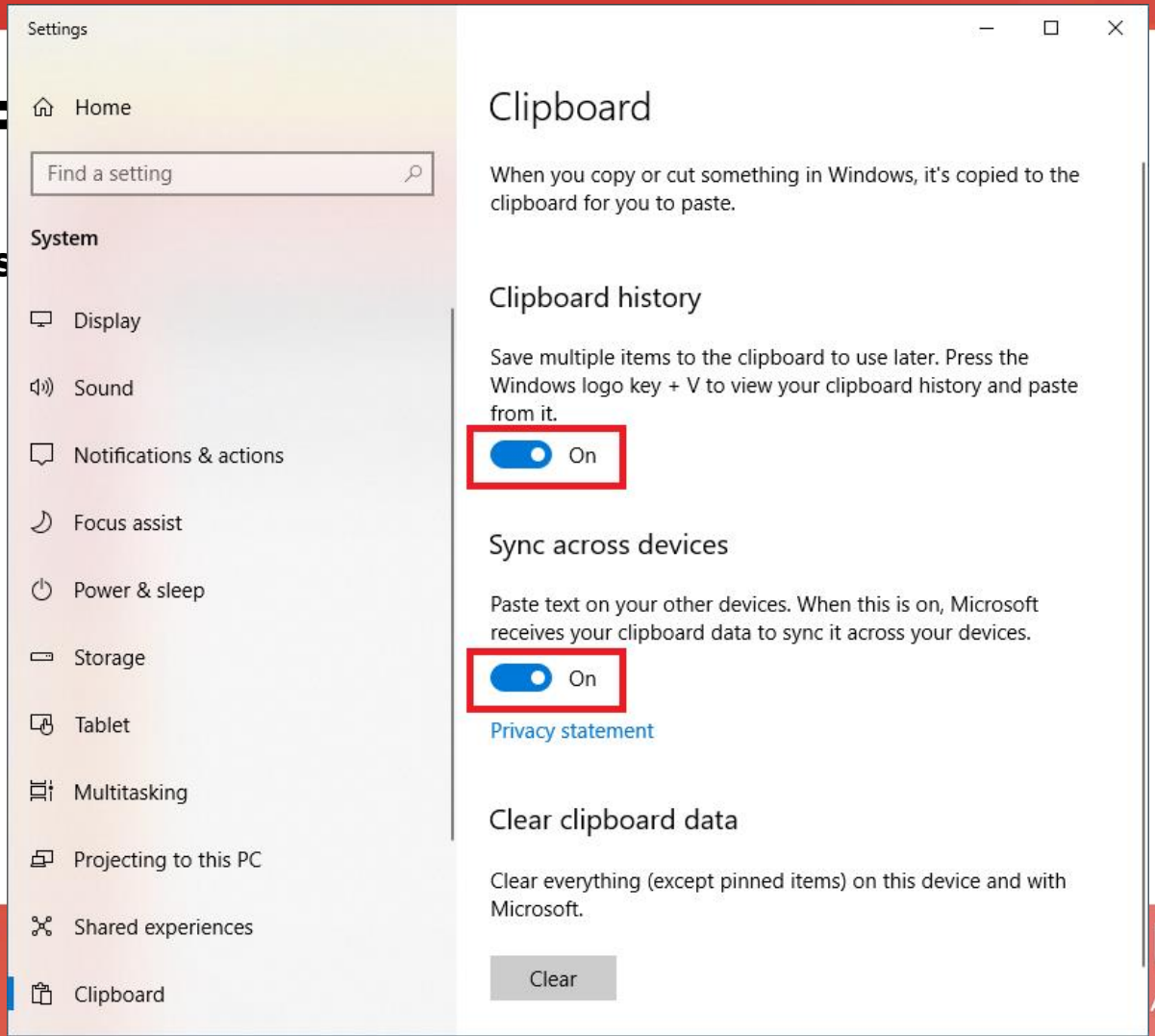

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ChatGPT Is Banne

nytimes.com/2023/03/31/technolog

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The artificial intelligence tool
blocked by a government orde

Italy's data protection authori
from users and did not have a

Italy is the first government t
is unavailable because OpenA

Italy's decision is a sign of the
The program has dazzled user
tasks like writing computer c
broader risks to society.

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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.

youtube.com/watch?v=HFlxEM6zZsc&t=2896s

YouTube

https://www.yout-ube.com/watch?v=HFlxEM6zZsc&t=2896s

youtube-nocookie.com/embed/HFlxEM6zZsc?playlist=HFlxEM6zZsc&autoplay=1&iv_load_policy=3&loop=1

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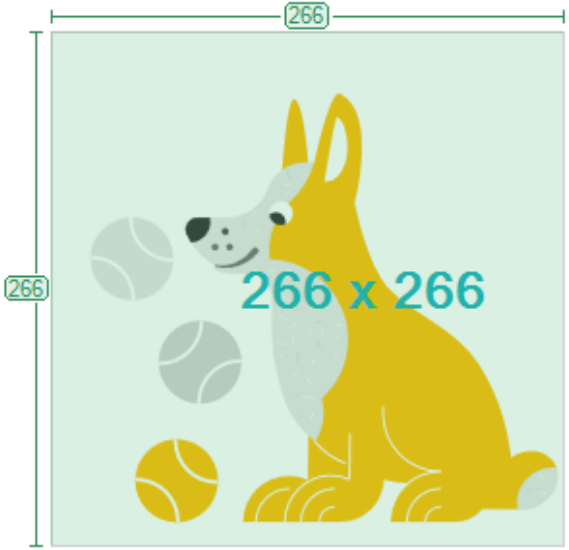
Lord Of The Rings | The Shire | Ambience & Music | 3 Hours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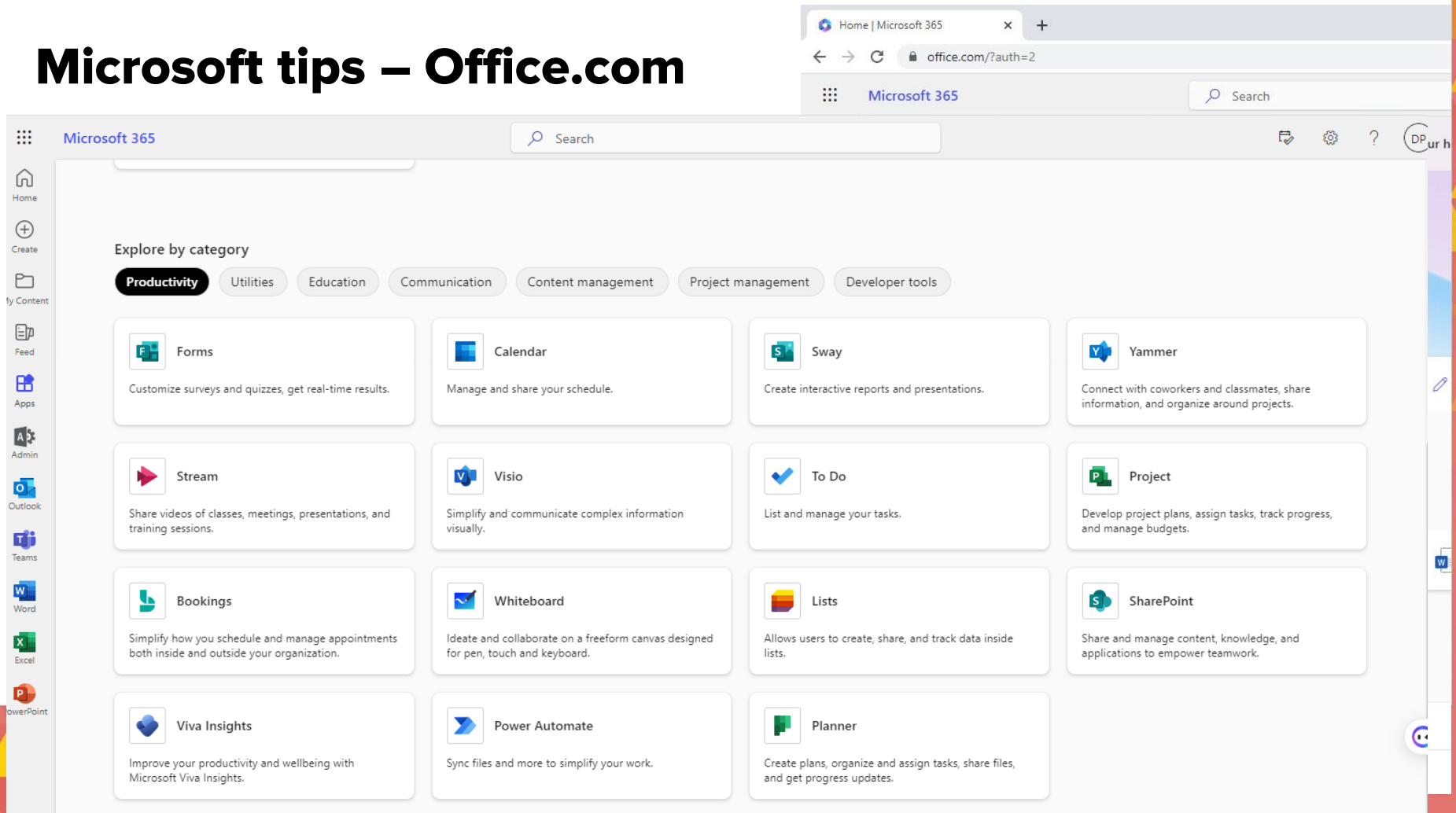
Microsoft tips – Office.com



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

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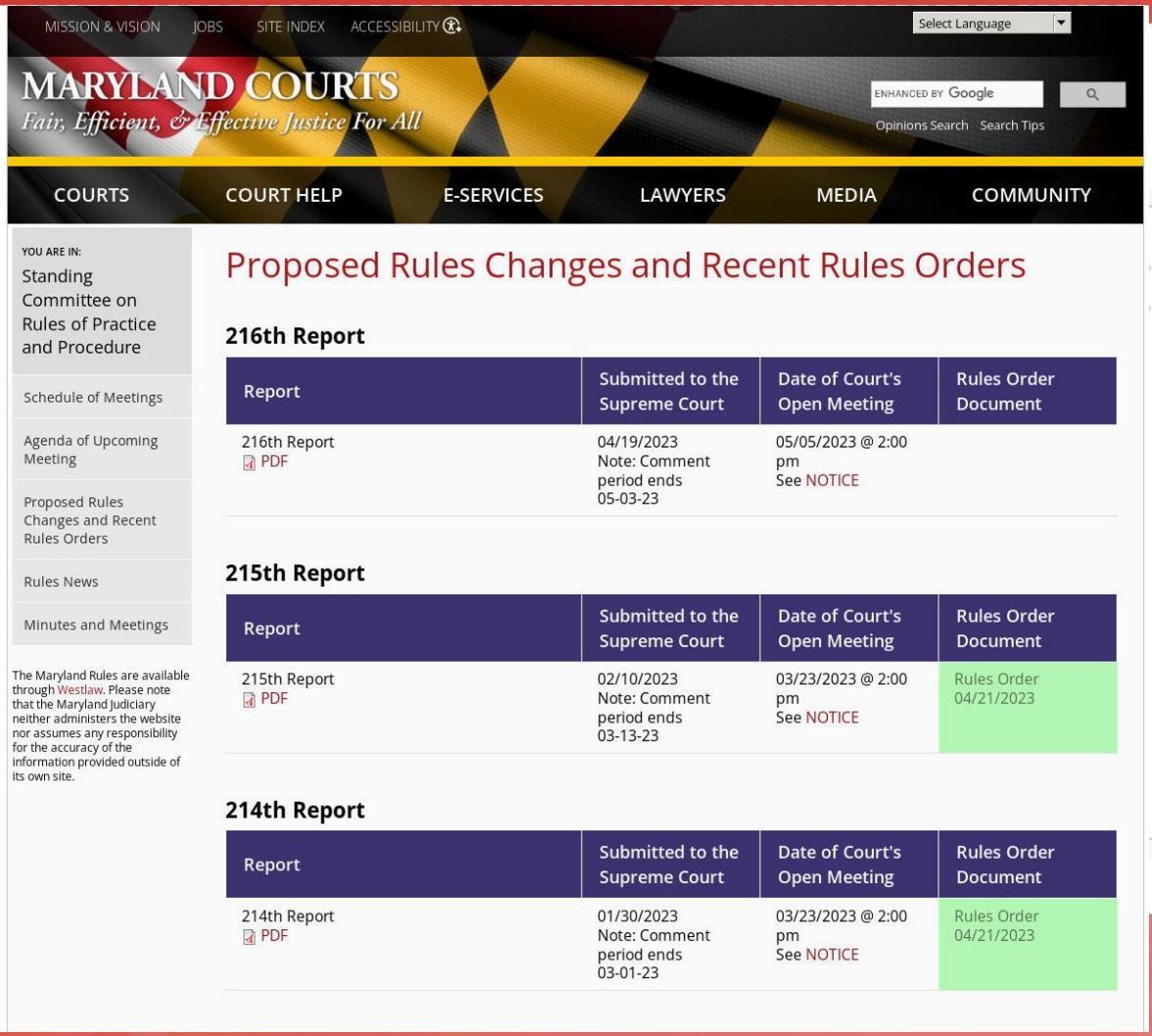

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YOU ARE IN:
Standing Committee on Rules of Practice and Procedure

- 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

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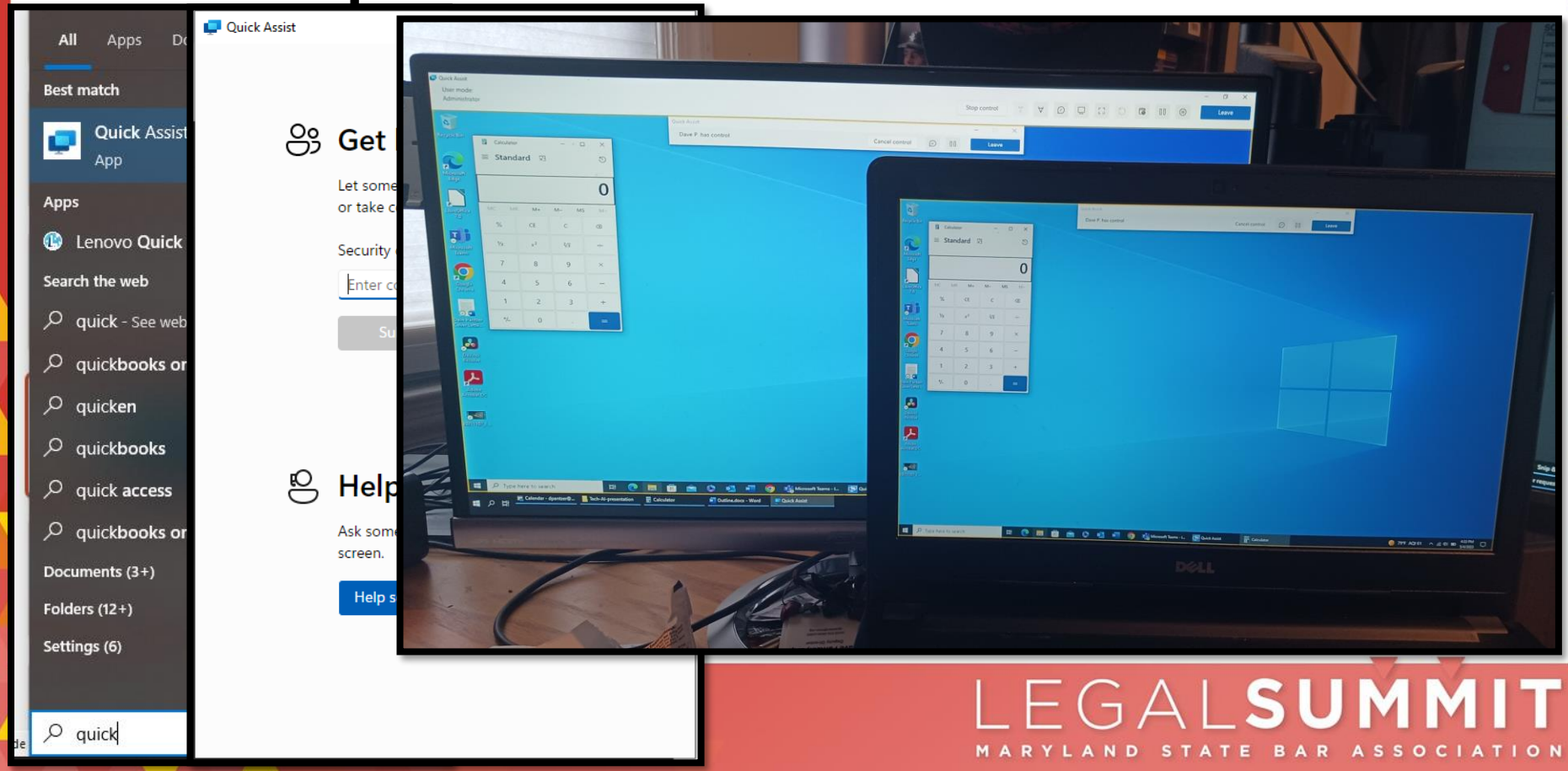
Microsoft tips – Quick Assist



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use of ai in law practice

Scholar About 3,930,000 results (**0.05** sec) YEAR

[PDF] **AI** in **law practice**? So far, not much [PDF] heinonline.org

A Oskamp, M Lauritsen - **AI** & L., 2002 - HeinOnline

… And there are presumably **AI**-related tools at work in **law** … have found their way into **legal practice**, either in the experimental … explicit **use** of **law**-specific AI in mainstream **legal practice**? A …

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AI and **Law**: What about the future? [PDF] heinonline.org

A Oskamp, M Tragter, C Groendijk - **Artificial Intelligence** and **Law**, 1995 - Springer

… The introduction of results of **AI** and **Law** research in actual **legal practice** advances disturbingly … -spread **use** of **AI**-applications, such as **legal** knowledge based systems in **legal practice**. …

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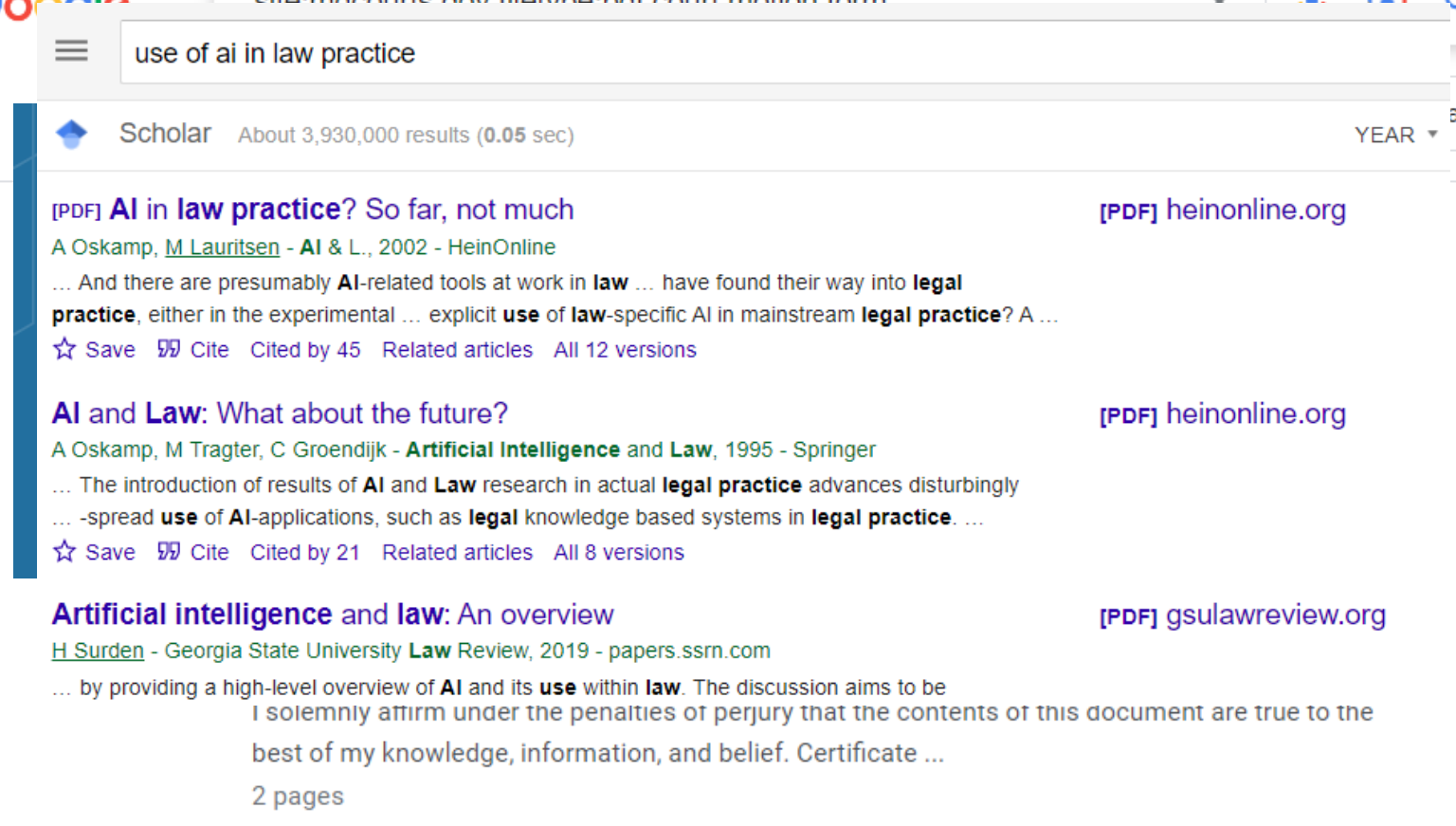
Artificial intelligence and **law**: An overview [PDF] gsulawreview.org

H Surden - Georgia State University **Law** Review, 2019 - papers.ssrn.com

… by providing a high-level overview of **AI** and its **use** within **law**. The discussion aims to be

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief. Certificate ...

2 pages



Law practice tips

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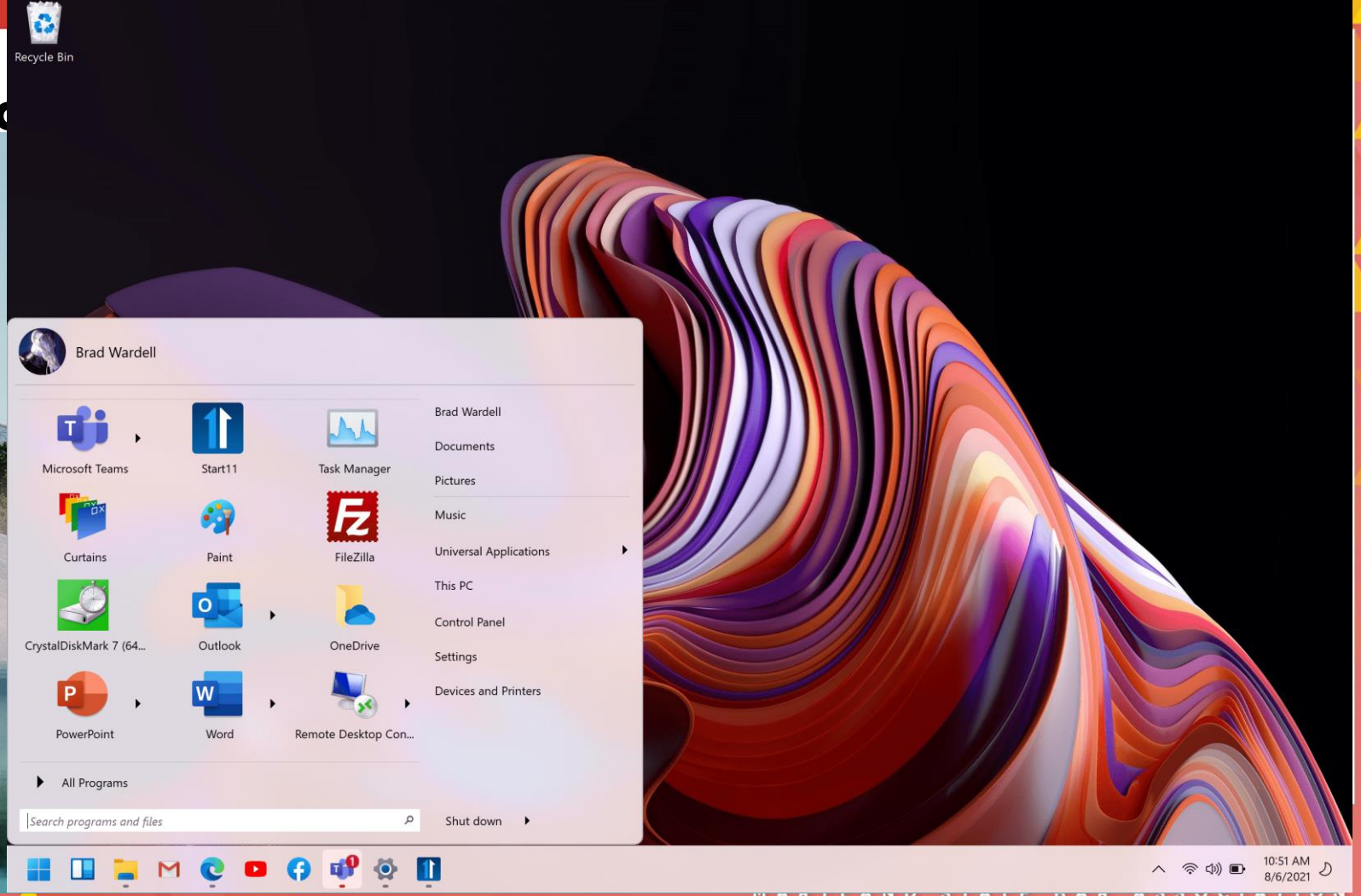


AI Introduction

ar·ti·fi·cial in·tel·li·gence

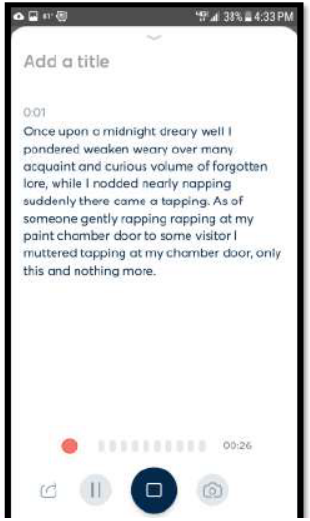
noun

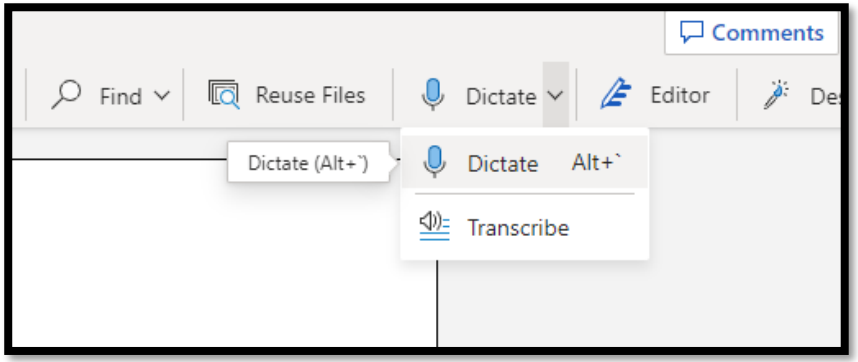
1. the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Visual Perception: Web site - Remove.bg

PhotoLayers app (Android)

AI Tools – Speech to Text





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.

Large Language Models

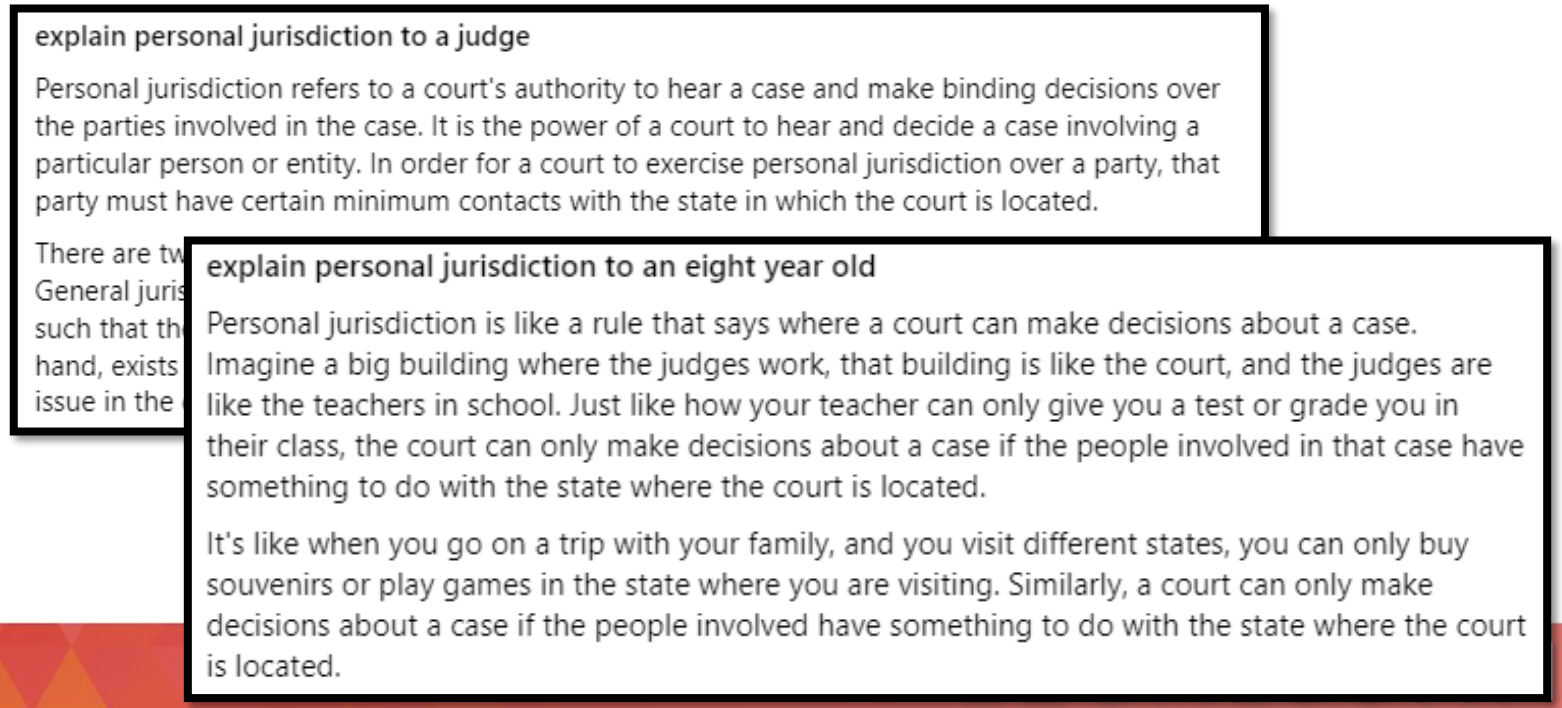
- A type of artificial intelligence (AI) technology that uses advanced machine learning algorithms to process and generate natural language.

- These models are trained on massive amounts of text data, allowing them to generate human-like text…

- *These have been around since at least the 1960s.*

Nov. 30, 2022 – Chatgpt prototype

100,000,000 users in 2 months



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
    - LLMs will make up fictional cases, citations, and quotes
- Training bias – GIGO
- Privacy – who “learns” from your prompts?
- Job elimination
- Weaponization

what are the things that lawyers need to know in a presentation about large language models

When presenting about large language models like GPT-3, lawyers should be aware of several key aspects to ensure an accurate and informative presentation. Here are some important points to consider:

1. Overview of large language models: Start by providing a clear introduction to large language models, explaining what they are and how they work. Describe their ability to generate human-like text, understand context, and handle a wide range of tasks.
2. Benefits and applications: Discuss the various benefits and potential applications of large language models in the legal field. This may include tasks such as legal research, contract analysis, drafting legal documents, predicting case outcomes, and providing legal advice.
3. Limitations and challenges: Highlight the limitations and challenges associated with large language models. Address concerns such as bias in training data, potential ethical issues, limitations in legal expertise, and the need for human oversight and validation of outputs.
4. Data privacy and security: Emphasize the importance of data privacy and security when using large language models. Discuss any measures taken to protect sensitive information and ensure compliance with relevant laws and regulations, such as client confidentiality and data protection.
5. Legal and ethical considerations: Explore the legal and ethical implications of using large language models in the legal profession. Discuss issues like professional responsibility, accountability, the unauthorized practice of law, and potential impact on the attorney-client relationship.
6. Reliability and transparency: Address the challenges of interpreting and verifying the outputs of large language models. Discuss the need for transparency in understanding how the models arrive at their conclusions, and how their outputs should be treated as suggestions or starting points rather than definitive legal advice.
7. Regulation and policy: Discuss any existing or proposed regulations or policies that are relevant to the use of large language models in the legal field. This may include discussions on intellectual property rights, liability, and disclosure requirements.
8. Collaboration between AI and lawyers: Highlight the potential for collaboration between AI systems and legal professionals. Emphasize how large language models can assist lawyers in their work, enhance efficiency, and improve access to justice, while underscoring the continued need for human expertise and judgment.
9. Future considerations: Discuss emerging trends and advancements in large language models, such as improvements in accuracy, interpretability, and specialized legal domain models. Address potential future developments and their implications for the legal profession.
10. Q&A and discussion: Allocate time for questions and discussion to address any concerns, misconceptions, or specific interests from the audience. This will help provide a more comprehensive understanding of large language models and their relevance to the legal field.

Remember, it's important for lawyers to understand that large language models are tools and should be used judiciously in the context of legal practice, with a thorough understanding of their limitations and potential implications.

https://gamma.app - Technology Tools for Lawyers

Technology Tools for Lawyers

In today's digital era, technology is transforming every industry, including the legal system. In this article, we will explore some of the most useful technology tools available for lawyers and law firms, from document management software to online legal research platforms.

by Dave Pantzer

Last edited 16 minutes ago

Document Management Software

Benefits

- Efficient management of legal documents
- Saves time and reduces errors
- Enhances collaboration among team members

Popular Tools

- NetDocuments
- LegalWorks
- Worldox

Tip!

Choose a software with cloud-based storage for secure access and automatic backups

Electronic Discovery Tools

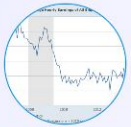
> "When a client has to go into a courthouse, their stress levels are already high. Technology can reduce that stress." - Eddie Greim

Benefits	Popular Tools
• Faster and more efficient document reviews	• KCura Relativity
• Increased accuracy and quality control	• Logikcull
• Cost-effective and reduces labor costs	• DISCO

Timekeeping and Billing Software

Timekeeping Benefits

Accurately track billable hours, monitor productivity, and send invoicing reminders. Examples of tools are TimeSolv, Bill4Time, and PracticePanther.



Billing Benefits

Estimate, track and manage payment of billable hours. Examples of tools are Clio, Zola Suite, and MyCase.

Tip!

Choose software with mobile apps for on-the-go usage and automatic billing reminders.

Online Legal Research Platforms

1. **Benefits**

   Access legal information, cases, and documents quickly and efficiently. Prevents redundant searches and saves time. Examples of platforms are Westlaw, LexisNexis, and Bloomberg Law.

2. **Tip!**

   Choose a platform with advanced search functions, such as natural language processing and citation tracking.

Virtual Meeting and Communication Tools

Benefits

- Cost-effective way to connect with clients, colleagues, and other professionals across the world
- Reduced travel time
- Flexibility with scheduling

Popular Tools

- Zoom
- Skype
- Google Meet

Tip!

Use tools with live transcription or recording capabilities to prevent any misunderstandings or missed information.

Data Security Best Practices for Law Firms

Physical Security

Secure client files and sensitive information with physical measures like locked cabinets and a shredder.

Technical Measures

Use strong passwords and two-factor authentication, keep software up-to-date, and encrypt all sensitive data. Use technology tools like Firewalls, Antivirus, VPN, and Password Managers.

Tip!

Be transparent with clients about your data security measures and create a breach response action plan.

The Future of Law with Technology

> "The legal industry is immersed in a time of change, which presents significant opportunities. The pandemic has made it clear that technology is indispensable for rapidly adapting and succeeding in challenging times." - Margaret Hagan

Artificial Intelligence

AI helps with document analysis, e-discovery, and predicting case outcomes.

Blockchain Technology

Ensures digital security and enhances transparency while reducing costs.

Virtual Reality

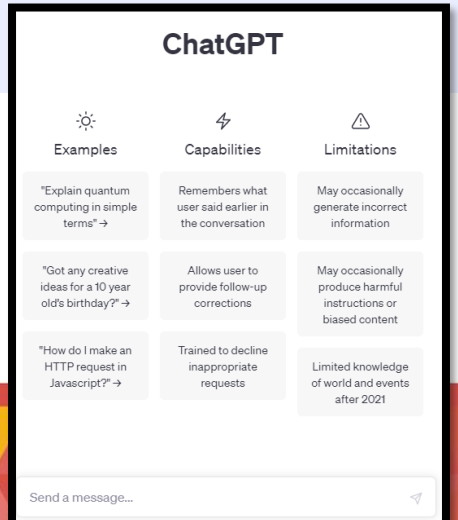
Offers immersive and interactive experiences like simulated courtrooms, meetings, and training.

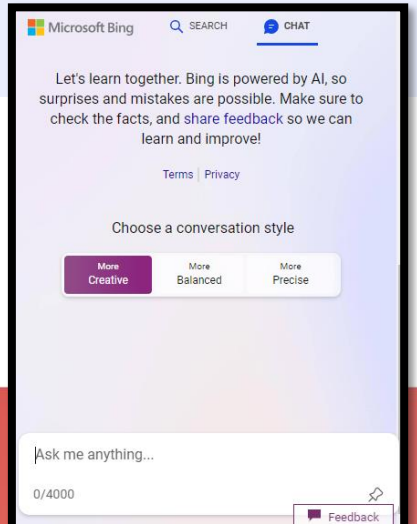
Tip!

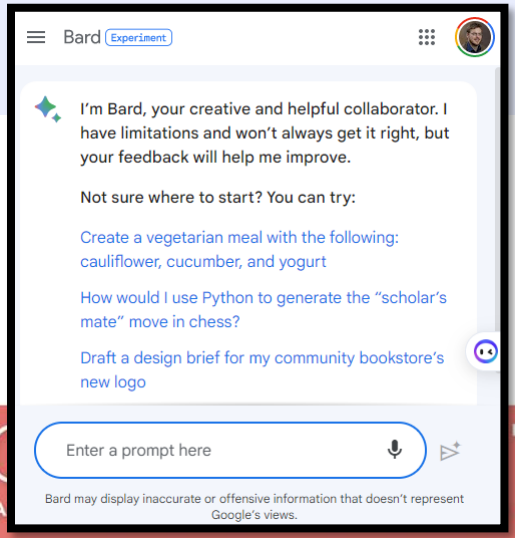
Stay current with the latest developments and embrace the benefits of technology.

Trying it out… text output

Open AI https://chat.openai.com	Microsoft https://www.bing.com > Click Chat (From Edge)	Google https://bard.google.com
	Various “styles” Provides some citations Realtime search	

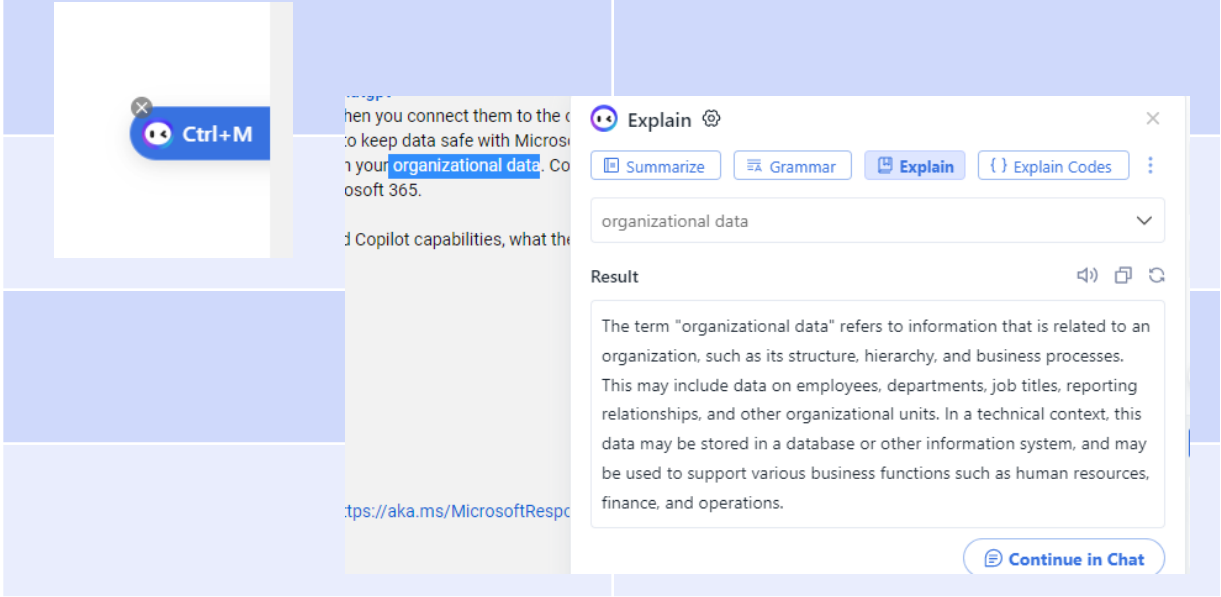


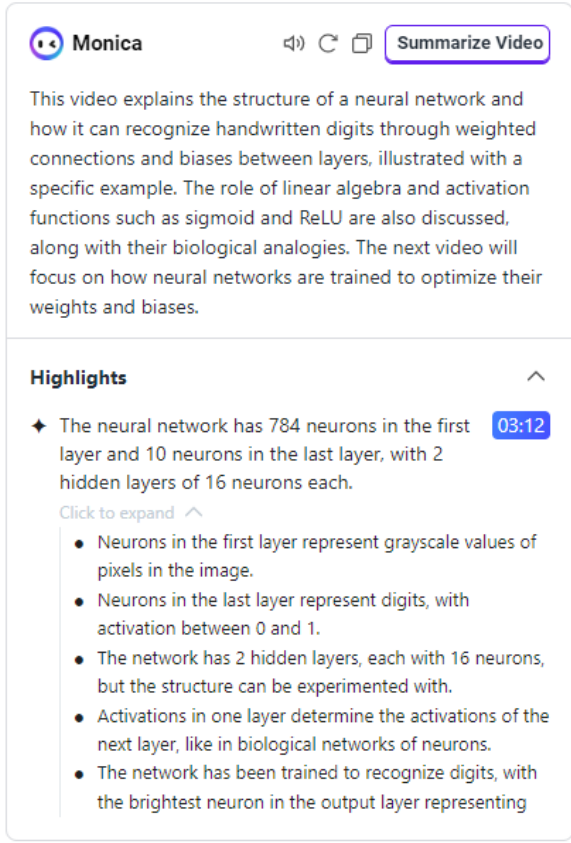




Some handy integrations

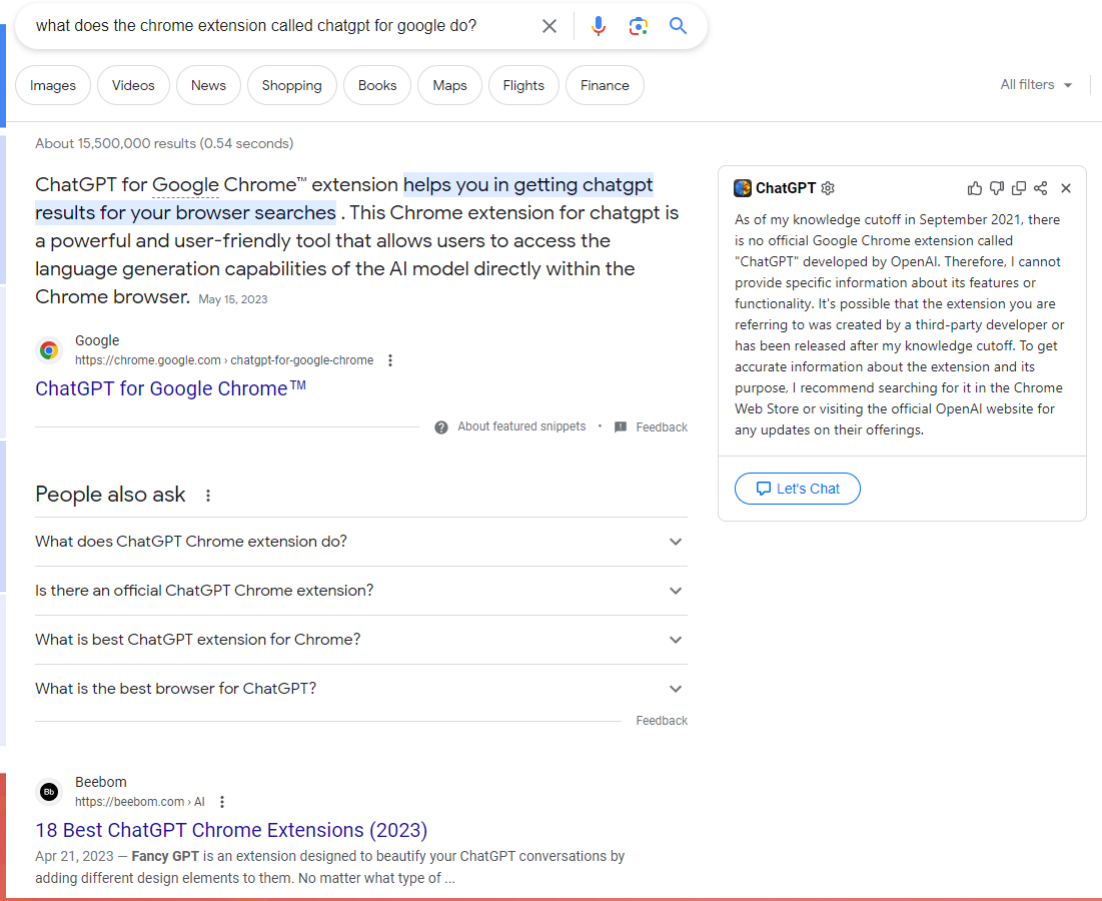
Monica (Chrome Extension)





Some handy integrations

ChatGPT for Google (Chrome Extension)



Trying it out… image creation

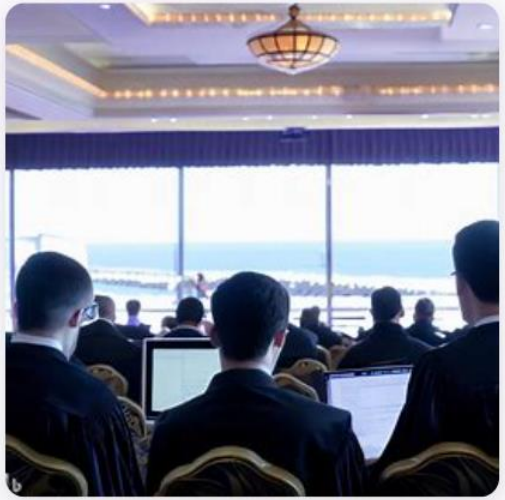
Canva AI https://www.canva.com/ai-image-generator/	
Lawyers watching a conference presentation about AI in ocean city	

Trying it out... image creation

DALL-E https://openai.com/product/dall-e-2	
Lawyers watching a conference presentation about AI in ocean city	

Trying it out… image

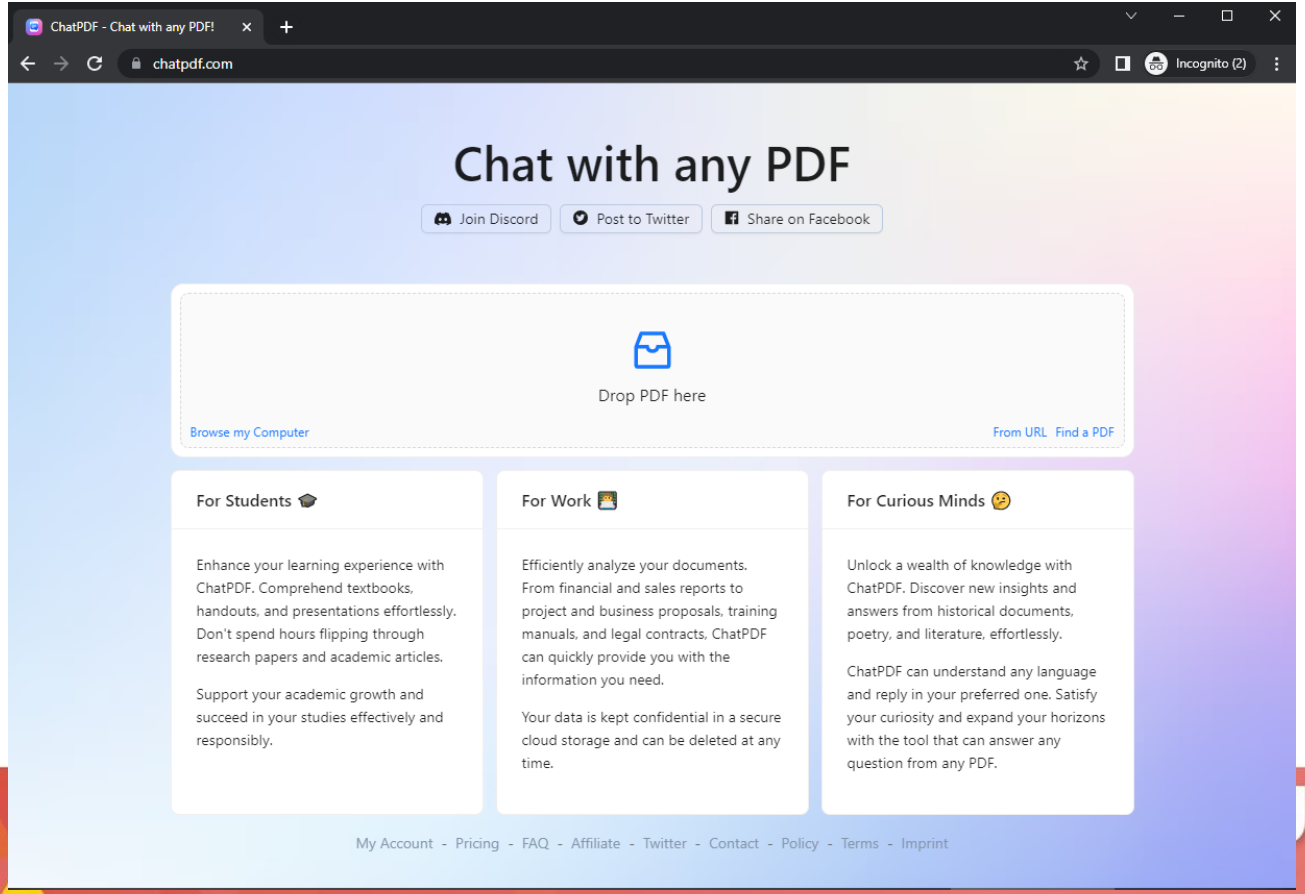
Microsoft https://www.bing.com > Click Chat (From Edge)	
Lawyers watching a conference presentation about AI in ocean city	



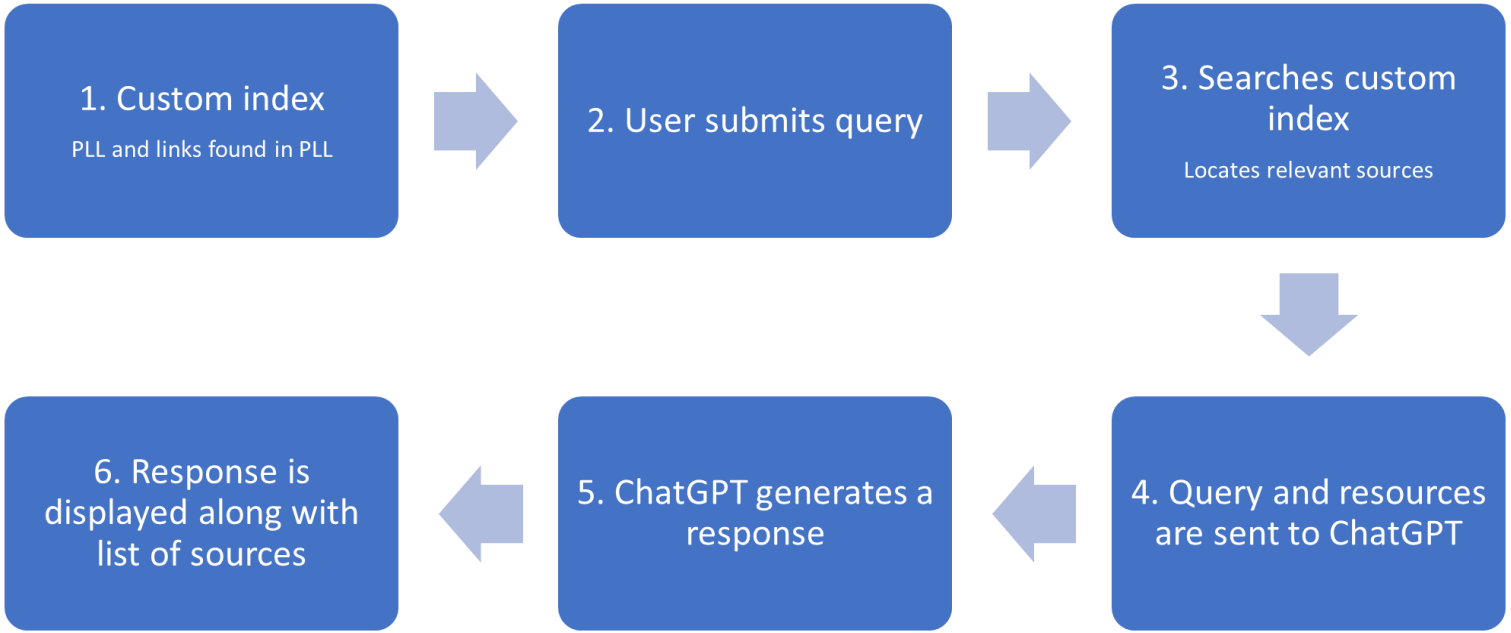
Trying it out… image creation

More
https://www.creativebloq.com/buying-guides/best-ai-art-generators

My questions: make it work on my data – ChatPDF



People's Law AI Search Tool



People's Law

how do i get an interpreter?

Terms of Use

Reset

To get an interpreter, you can ask the court clerk for a form or help in getting an interpreter. If you have a lawyer, you can ask the lawyer to arrange for an interpreter. If the clerk does not speak your language, they can call a special phone number where an interpreter can assist the two of you to make the arrangements for free. To request a spoken language interpreter, you can submit a request for a spoken language interpreter (form cc-dc41) to the court where the case will be heard. Requests for an interpreter should be submitted to the court no less than thirty (30) days before the proceeding for which the interpreter is needed. The court will appoint an interpreter for free if you do not understand English well enough to fully participate in the hearing, or if it is difficult for the judge, the lawyers, or the jury (if there is one) to understand your English.

Did this answer your question?

References:

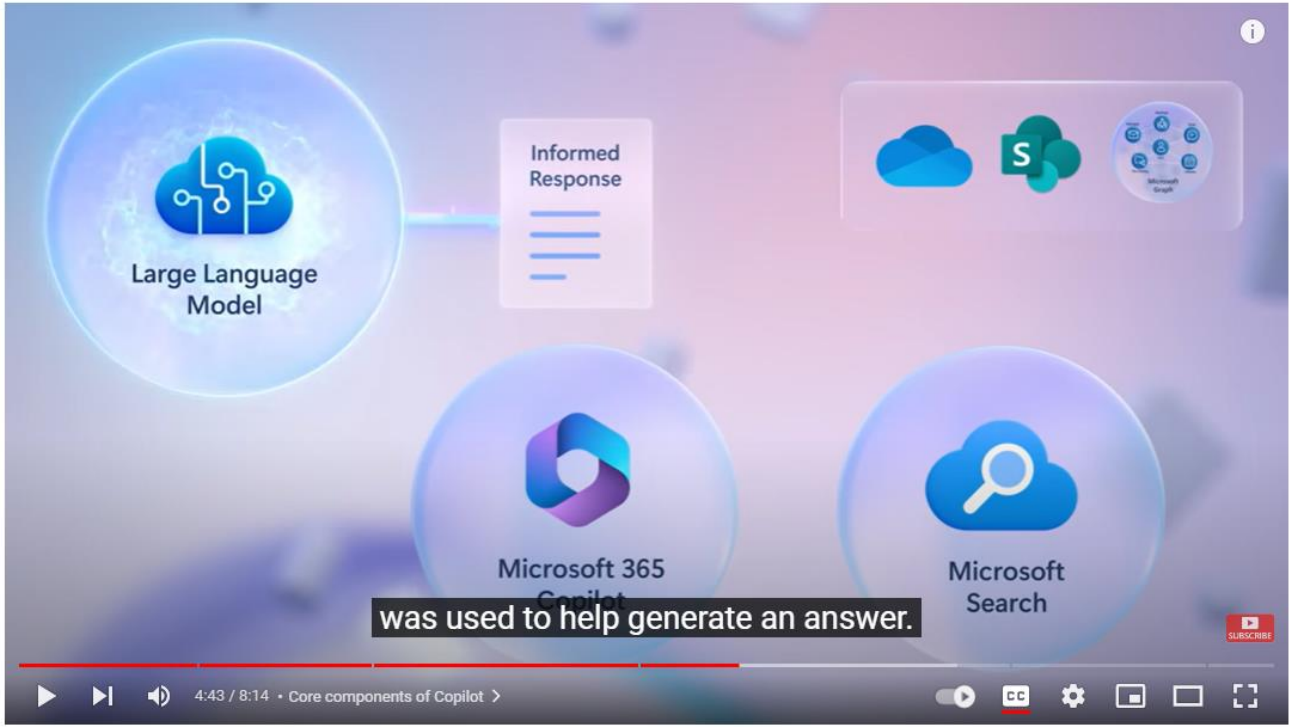
A Guide to Finding a Court Interpreter 0.5132617950439453
Do you need help with English in order to make sure that your story is told accurately in court? If so, ask the court clerk for a form or help in getting an interpreter. If the court decides that an interpreter is needed, the court will provide one. ...

Maryland Language Access Law: Your right to interpretation and translation
0.3380306661128998
Topics on this page State Agencies Interpretation Services Translation Services State agencies required to provide Interpretation and Translation Services Courts   State Agencies Maryland law requires many of the Maryland state government agen...

Need a Court Interpreter? A Two-Part Video Series in Six Languages
0.33284300565719604
https://mdcourts.gov/reference/interpretervideolibrary

Need an ASL Interpreter? A Two-Part Video Series 0.32585006952285767
https://mdcourts.gov/reference/aslinterpretervideolibrary

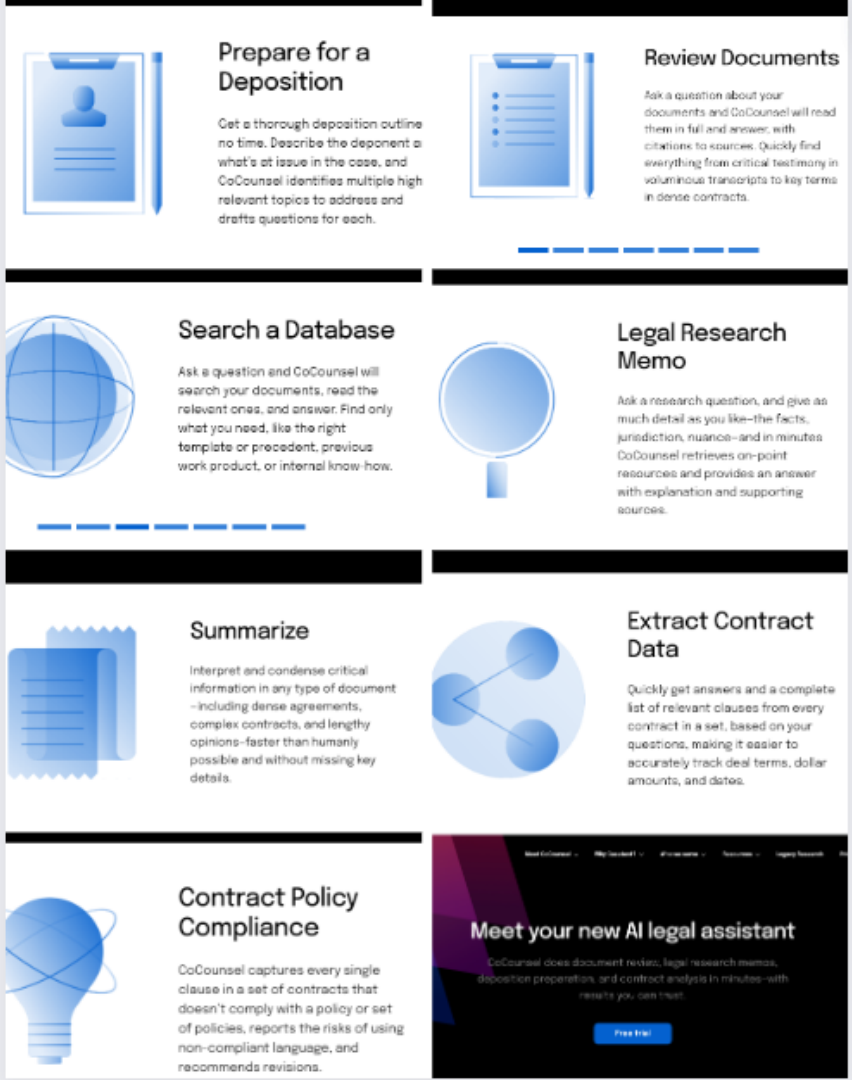
My questions: preventing the robots from learning from my data



How Microsoft 365 Copilot works

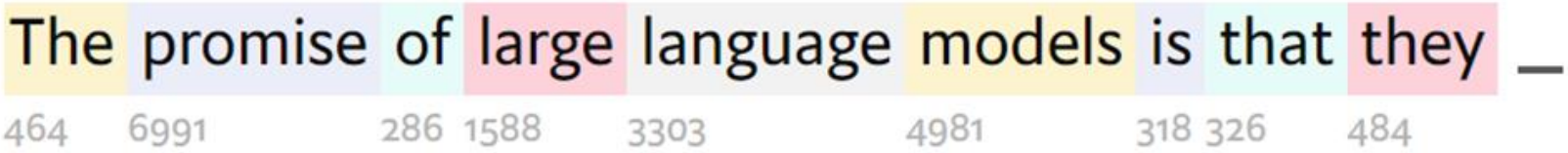
https://www.youtube.com/watch?v=B2-8wrF9Okc

LLM's and Law Practice – CaseText CoCounsel



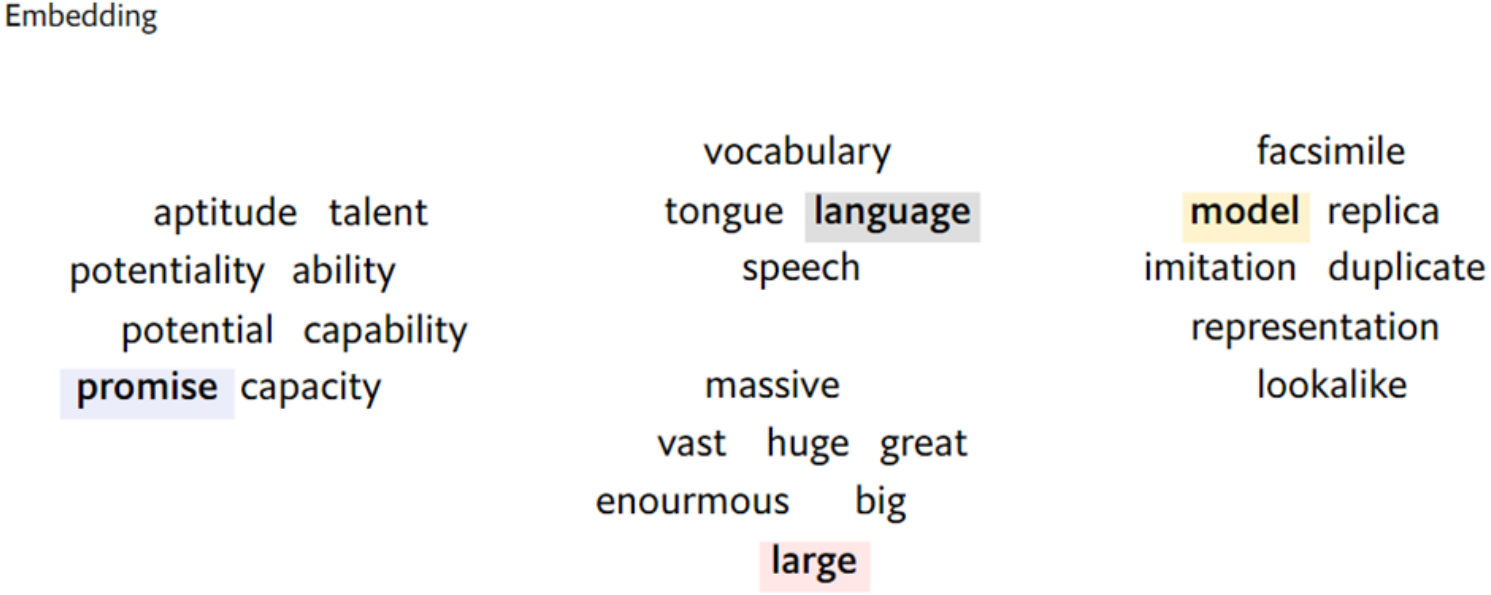
How does an LLM work?

Tokenisation

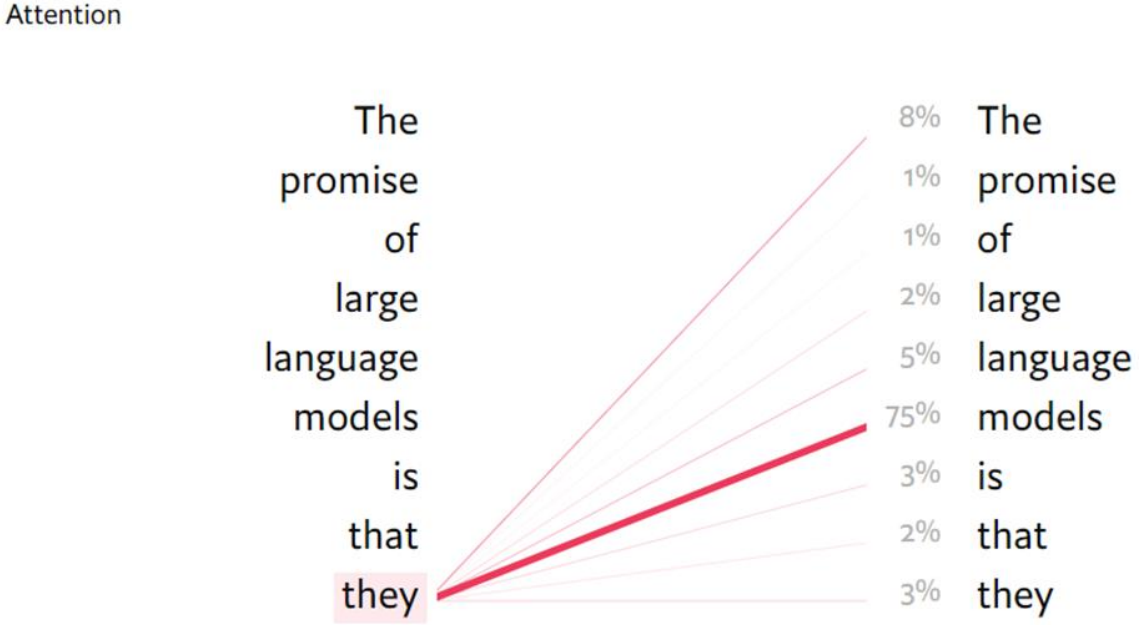


How does an LLM work?

Embedding



How does an LLM work?



How does an LLM work?

Completion

The promise of large language models is that they _

- can 62%
- will 11%
- are 7%
- capture 2%
- could 2%