

View the materials at:

https://sampson.info/msba2024.html

Practical tech tips Aledition

Dave Pantzer, Maryland Legal Services Corporation Leland Sampson, Thurgood Marshall State Law Library

Welcome!



Heygen translation





THE___BYTE.

\Xi 🕬 World Africa Americas Asia Australia China Europe India Middle East United Kingdom

World / Asia

Finance worker pays out \$25 million after video call with deepfake 'chief financial officer'

By Heather Chen and <u>Kathleen Magramo</u>, CNN ② 2 minute read · Published 2:31 AM EST, Sun February 4, 2024

ROBOCALLER WHO SPOOFED JOE BIDEN'S VOICE WITH AI FACES \$6 MILLION FINE

THE GOVERNMENT WANTS TO SEND "A STRONG DETERRENT SIGNAL TO ANYON WHO MIGHT CONSIDER INTERFERING W ELECTIONS."

SPENCER PLATT

Pikesville High School photographed on March 4, 2024. (Kaitlin Newman / The Baltimore Banner)

Deepfake Deterrent

As election season heats up, the Federal Communications Comm (FCC) is sending a strong message to anyone who seeks to use art intelligence on robocalls.

Baltimore County State's Attorney Scott Shellenberger had difficulty finding a similar casewhen his office looked at charging a man on allegations that he <u>used artificial</u> <u>intelligence</u> to impersonate Pikesville High School Principal Eric Eiswert and led the public to believe that he made racist and antisemitic remarks.

Outline

- Introduction to using generative AI
- Using chatbots
- Microsoft Copilot an integrated solution
- Collaboration
- Legal Research
- Multimedia and translation
- Thoughts and news



Definition and Scope

Definitions from Oxford Languages · Learn more



noun

noun: artificial intelligence; noun: AI

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.

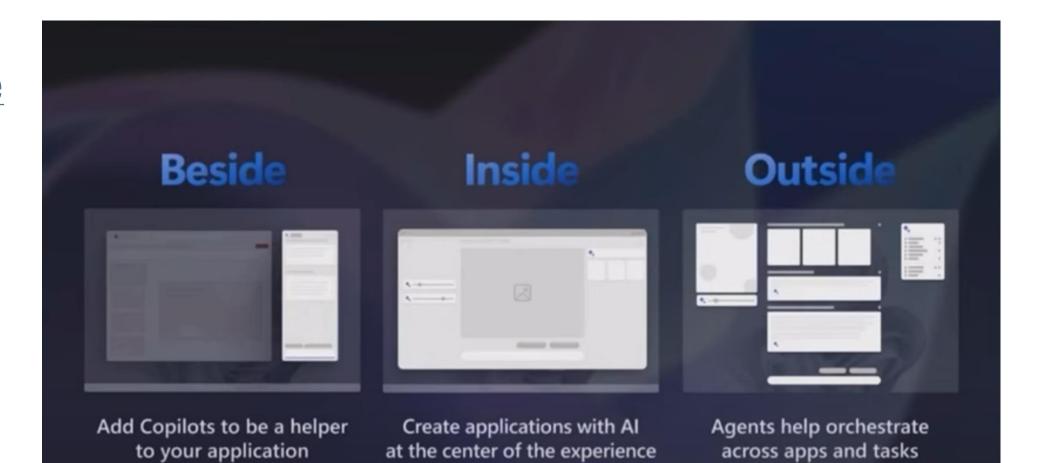
Computers performing tasks that normally require human intelligence:

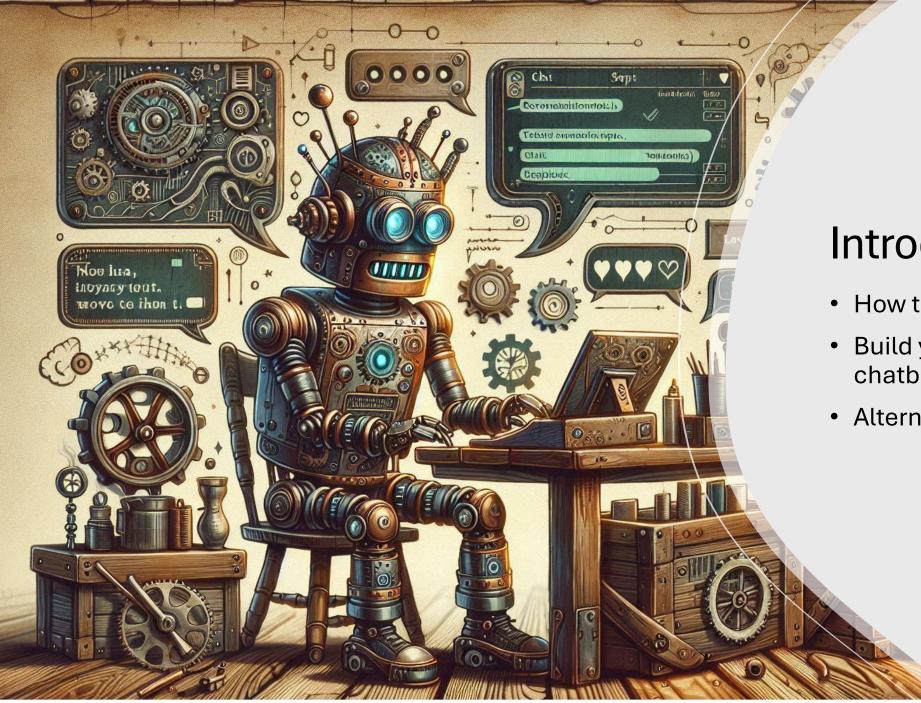
- Visual perception
- Speech recognition
- Decision-making
- Translation between languages

Pattern recognition and providing plausible responses to freeform questions

Al interactions: Outside > Inside > Beside

<u>Youtube</u> <u>Video</u>





Introduction

- How to write a prompt
- Build your own internal chatbot
- Alternatives

Mainstream chatbots

- Chat GPT
- Microsoft Copilot
- Google Gemini
- Anthropic Claude



Introduction – how to write a prompt

Act like a [**Specify a role**],

I need a [What do you need?],

you will [Enter a task],

in the process, you should [Enter details],

please [Enter exclusion],

input the final result in a [Select a format]

here is an example: [Enter an example]

Introduction – <u>how to write a prompt</u>

Act like a [proficient lawyer],

I need a [draft of an email to John Smith],

you will [generate],

in the process, you should [use formal business language and vocabulary and thank John for contacting you and tell him I am interested in meeting with him for a consultation and ask them to bring all the relevant documents they have],

please [do not tell him I am agreeing to represent him yet],

input the final result in a [plaint text format]

here is an example: [Enter an example]

Chatbot abilities, a spectrum

- Upload and interrogate a single file (e.g., Claude.AI; ChatPDF)
- Upload multiple "knowledge" files, and provide extra instructions (e.g., ChatGPT plus)
- Local chatbot (e.g., GPT 4 All)

Screenshot Claude and ChatPDF

Based on this examining th 1. Bill files committ based on t (SB 8991 question weight doe

time.

Ø Based on the Supreme Court opinion in Paul Moore v. RealPage Utility Management, Inc., a lawyer should research legislative history by examining the context of the statute, the overall statutory scheme, and archival legislative history of relevant enactments. This includes reviewing committee reports, bill analyses, hearing transcripts, and any other documents that shed light on the legislative intent behind the statute in question (14). bill analy

Legislative intent carries significant weight in statutory 2. Prior ver analysis. Courts presume that the legislature intends its from its enactments to operate as a consistent and harmonious body of law. Therefore, in interpreting statutes, courts seek 3. Correspo to reconcile and harmonize the parts of a statute to align Service (with the legislature's purpose, aim, or policy in enacting the Com the law (11). Understanding legislative intent helps courts apply the law in a manner that reflects the lawmakers' 4. Reports goals and objectives when passing the statute. study" w

to study the issue of energy allocation systems.

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ChatGPT

Free

For individuals just getting started with ChatGPT

- ✓ Assistance with writing, problem solving and more
- ✓ Access to GPT-3.5
- ✓ Limited access to GPT-4o
- Limited access to data analysis, file uploads, vision, web browsing, and custom GPTs
- \$0 / month

Plus

For individuals looking to amplify their productivity

- ✓ Early access to new features
- ✓ Access to GPT-4, GPT-4o, GPT-3.5
- ✓ Up to 5x more messages for GPT-4o
- ✓ Access to data analysis, file uploads, vision, and web browsing
- ✓ DALL•E image generation
- Create and use custom GPTs
- \$20 / month

Team

For fast-moving teams looking to supercharge collaboration

- ✓ Everything included in Plus
- Higher message limits on GPT-4, GPT-4o, and tools like DALL·E, Browsing, data analysis, and more
- ✓ Create and share GPTs with your workspace
- ✓ Admin console for workspace management
- ✓ Team data excluded from training by default. Learn more
- \$25 per user / month billed annually
- \$30 per user / month billed monthly



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Legal Eagle			
Description			
Specializes in policy and le	egal documents.		
nstructions			
program, drawing directly responses, including citati conversational tone to ma comprehensive insights, e	r from and expanding upon ions and justifications from ake the information accessi insuring users have a thoro	to questions about the rules for the documents provided. It deliv the rules within these document ole and engaging. Legal Eagle air ugh understanding of the subjec lanations, incorporating direct re	vers detailed s, using a ms to offer t matter. It
Conversation starters		, ,	

What does this policy mean?	×
How does this law apply to my situation?	×
Can you explain this legal term?	×
What are the implications of this policy?	×

Knowledge

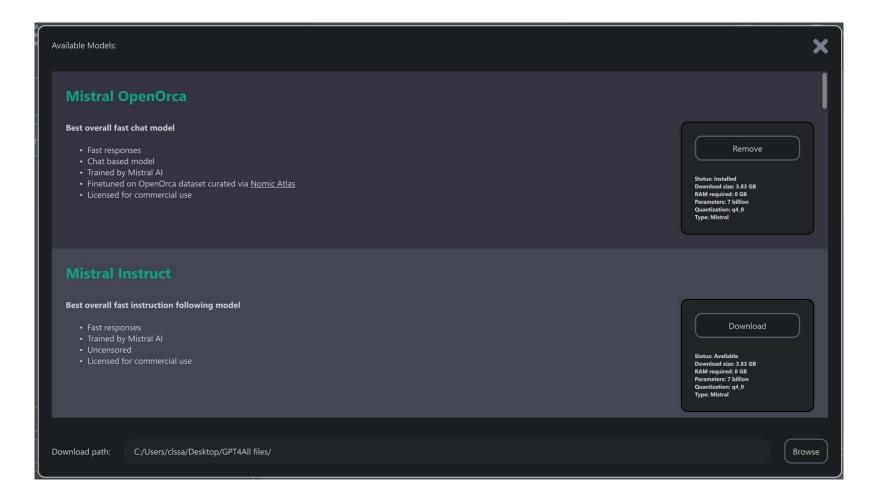
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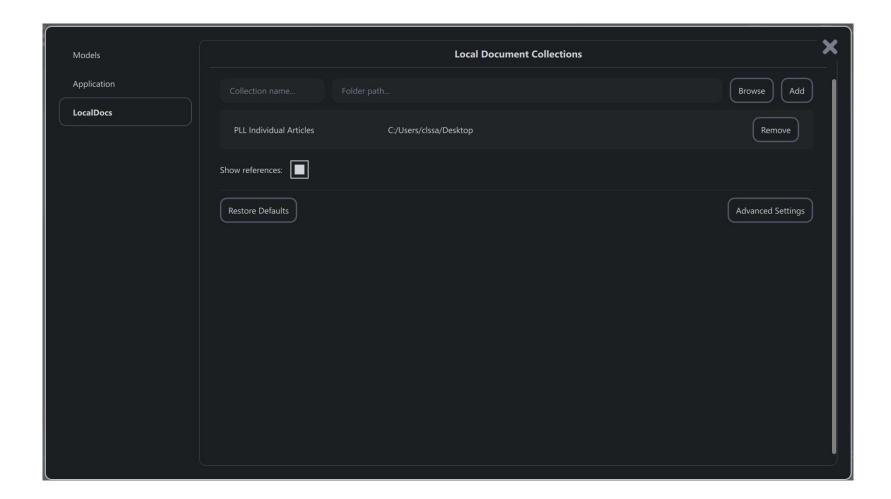
If you upload files under Knowledge, conversations with your GPT may include file contents. I downloaded when Code Interpreter is enabled

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Upload files	
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- Free to use, locally running chatbot
- No Internet required
- Use your documents

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ChatGPT v. GPT4All

Prompt: What are some alternatives to guardianship?

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P	what are some alternatives to guardianship?				
R	There are several alternatives to guardianship that can be considered dep	pending on the individual's needs and circu	mstances	s. These include:	
	1. General Financial Power of Attorney: This document allows an individu paying bills. The power of attorney becomes effective immediately upon				
	2. Health Care Power of Attorney: Also known as a Medical Durable Power medical decisions on their behalf when they are unable to do so themsel care received in a healthcare facility, and making end-of-life choices.				
	3. Revocable Living Trust: A revocable living trust is created by an individe lifetime. Upon incapacity or death, a successor trustee takes over respon- handling financial matters without the need for guardianship.				
	4. Supported Decision-Making: This is an alternative approach that focus accommodations, rather than appointing someone else to make those de being.				
	5. Representative Payee: For individuals who are unable to manage their payee to handle these matters on their behalf. This person is responsible were used.				
	It is important to consult with an attorney experienced in estate planning require a tailored approach.	and elder law when considering alternative	es to gua	rdianship, as each individual's situation may be different and	
	Date: 2024, January 02. In adult-guardianship-process-1-alternatives-tr Date: 2024, January 02. In adult-guardianship-process-1-alternatives-tr Date: 2024, January 02. In adult-guardianship.html. <u>Context</u>				
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ChatGPT v. GPT4All

Prompt: What are some alternatives to guardianship?

) You

what are some alternatives to guardianship?

People's Law Library January 2024

In Maryland, a guardian should only be appointed if there are no less restrictive alternatives available. During court guardianship proceedings, the court will determine whether a less restrictive alternative is available. Therefore, it's important to consider alternatives prior to beginning guardianship proceedings.

However, the specific document does not list these alternatives in detail. For more comprehensive information, it would be necessary to refer to additional resources or legal texts.

0070

ChatGPT v. GPT4All

GPT4All

• Good

 $\circ \textit{Free}$

 \circ Runs on your PC, cites your data

ChatGPT

• Good o Fast

 \odot Best quality responses

$\circ~\text{Bad}$

○ Requires expensive PC

Difficult to set up

 $_{\odot}\mbox{Have to opt out of data gathering}$

$\circ~\text{Bad}$

No citations
 Limitation on number and size of files
 Have to opt out of data gathering

Google Notebook LM

- 100 notebooks available
- Each notebook can have 20 sources and 1000 notes
- Maximum PDF size of 100MB or the word limit (200,000 words)

Welcome to Notebook!

Your personal data is never used to train NotebookLM. To

troubleshoot, address abuse, or make improvements based on your feedback, human reviewers may review your queries, uploads, and the model's responses. Please refrain from submitting any information you would not want a human reviewer to see.

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Notebook LM

Prompt: What are some alternatives to guardianship?

Alternatives to Guardianship

There are numerous alternatives to guardianship for both personal and financial matters. Here are some alternatives:

Financial Decisions

- **Powers of Attorney:** A power of attorney grants someone legal authority to act on another person's behalf. This includes managing finances and property. However, mental competency is required to create a power of attorney. If a person becomes disabled before establishing a power of attorney, it may not be an option.
- **Representative Payee:** A representative payee can be an individual or organization. They are appointed to manage income or benefits received from government agencies and some private pension companies. They act on behalf of a minor, or an adult, who cannot manage their benefits due to illness or disability.
- **Trusts:** Trusts can be used to manage assets for a disabled person. Trusts offer more flexibility and control compared to guardianship.
- ABLE Accounts: ABLE accounts are specialized savings accounts for individuals with disabilities. They allow for saving and investing without impacting eligibility for certain government benefits.

Healthcare Decisions

- Advance Directives: An advance directive gives legal authority to another person (agent) to make healthcare decisions on your behalf. The agent will have access to your medical records, communicate with your care providers, and make decisions about your care. Advance directives can include a living will, which outlines the care you desire in a terminal or incurable condition.
- Surrogate Decision-Making: When a person becomes incapacitated and does not have an advance directive (or their agent is unavailable), the surrogate decision-making process allows healthcare providers to turn to another person to make medical decisions. Maryland law outlines who qualifies as a surrogate.

Supported Decision-Making

This approach involves an arrangement where an individual relies on assistance from another person or group (supporters) to make some or all decisions. Supported decision-making can be informal or a formal written agreement. You identify your

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People's Law Library

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Healthcare Decisions

- Advance Directives: An advance directive gives legal authority to another person (agent) to make healthcare decisions on your behalf. The agent will have access to your medical records, communicate with your care providers, and make decisions about your care. Advance directives can include a living will, which outlines the care you desire in a terminal or incurable condition.
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Supported Decision-Making

This approach involves an arrangement where an individual relies on assistance from another person or group (supporters) to make some or all decisions. Supported decision-making can be informal or a formal written agreement. You identify your supporters, the type of assistance they'll provide, and the decisions they'll help you make. The supporters help you understand situations and options, but they do not make decisions for you.

Private Services

Private services offer a range of options that may meet an adult's needs. Some examples include:

- Alternative housing arrangements, such as assisted living, continuing care retirement communities, or group housing
- In-home aides

Important Note: If you are considering alternatives to guardianship, it's crucial to consult with an attorney to determine the most appropriate option for your specific situation.

10 citations	1	2	3	4	5	6	7	8	9	10	回凸の

How can an individual in Maryland grant someone else the ability to make healthcare decisions on their behalf? 🗸

2 sources Start typing...

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NotebookLM may still sometimes give inaccurate responses, so you may want to confirm any facts independently.

♦ Source guide

do not provide legal advice - the application of the law to your individual circumstances. For legal advice, you should consult an attorney. The Maryland Thurgood Marshall State Law Library, a court-related agency of the Maryland Judiciary, sponsors this site. In the absence of file-specific attribution or copyright, the Maryland Thurgood Marshall State Law Library may hold the copyright to parts of this website. You are free to copy the information for your own use or for other non-commercial purposes with the following language "Source: Maryland's People's Law Library – www.peoples-law.org. © Maryland Thurgood Marshall State Law Library, 2023."

Adult Guardianship

Z

What is an adult guardianship? Types of Guardians When would an adult need a guardian? How does a court decide what to do? Consider Alternatives

What happens when someone becomes disabled and can no longer manage their personal and/or financial affairs? Perhaps that person has dementia, suffered a stroke, or has some other ailment or injury that renders that person unable to act. That person's personal and/or financial affairs must be put in order and kept in order, so that the personal and/or financial needs of that person can be taken care of as long as possible.

Often, the answer to these questions is to initiate a guardianship proceeding on behalf of that disabled adult. Guardianship is a court proceeding. When an adult is unable to make personal decisions, such as medical decisions, or to handle his or her own property, a court can appoint a guardian.

What is an adult guardianship?

Adult guardianship is a formal court process that is used to appoint someone ("the guardian") to act on behalf of the court to manage a disabled person's care or property. A guardianship proceeding is necessary when:

1. a physician, psychologist, or certified clinical social worker determines that a disabled person is unable to make responsible decisions concerning his or her

Risks and Rewards of public chatbots

Chatbot Safety Spectrum

- 1. No chatbot Call between 9 and 5
- 2. Chatbot is glorified web search points to links
- 3. Provides search plus provisional analysis. Probably needs disclaimer.
- 4. Chatbot talks fluently, (hopefully) within "taught" parameters. Risk that it will bind corporation in contract.
- How risk tolerant are we of mistakes humans make?

Air Canada ordered to pay customer who was misled by airline's chatbot

Company claimed its chatbot 'was responsible for its own actions' when giving wrong information about bereavement fare



The judge wrote that Air Canada's customers had no way of knowing which part of its website – including its chatbot – relayed the correct information. Photograph: NurPhoto/Getty Images

Canada's largest airline has been ordered to pay compensation after its chatbot gave a customer inaccurate information, misleading him into buying a full-price ticket.

The many Microsoft Copilots

• Copilot (prev. Bing Chat)



- Copilot Pro (consumer subscription with some app integration) - Lee
- Copilot for Microsoft 365 (business subscription with additional app integration) - Dave
- Copilot+PC (requires capable PC)
- Copilot Studio (build your own copilot)
 - https://www.theverge.com/2024/5/21/24158030/microsoft-copilot-ai-automation-agents
 - "Instead of Copilot sitting idle waiting for queries, it will be able to do things like monitor email inboxes and automate a series of tasks or data entry that employees normally have to do manually."

Microsoft Copilot

Copilot Pro

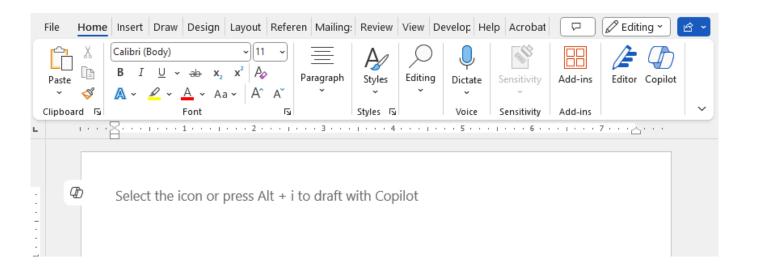
- For consumers and small business
- Adds a chatbot interface to Word, PowerPoint, OneNote, Outlook
- Price: \$20 per month

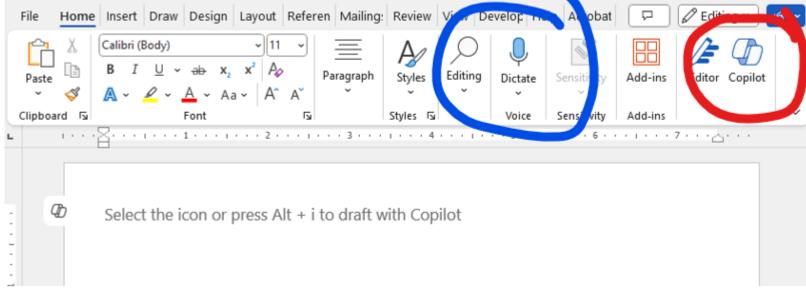
Copilot for 365

- For 365 Business Standard or Business Premium customers
- Adds a chatbot interface to more office apps
- Integrates data from across your organization
- Price: \$30 per month

Copilot for Word

- Drafting within Word
- Summarize or interrogate an existing document
 File Home Insert D





Copilot for PowerPoint

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I wasn't able to apply a sensitivity label to this file. Please choose another file or try again.

38

what is a sensitivity label

This response isn't based on the presentation: A **sensitivity label** is a tag that can be applied to files and emails to classify and protect sensitive information. Sensitivity labels can be used to enforce protection settings such as encryption, access restrictions, and visual markings. They help organizations to comply with regulations and protect their confidential information.

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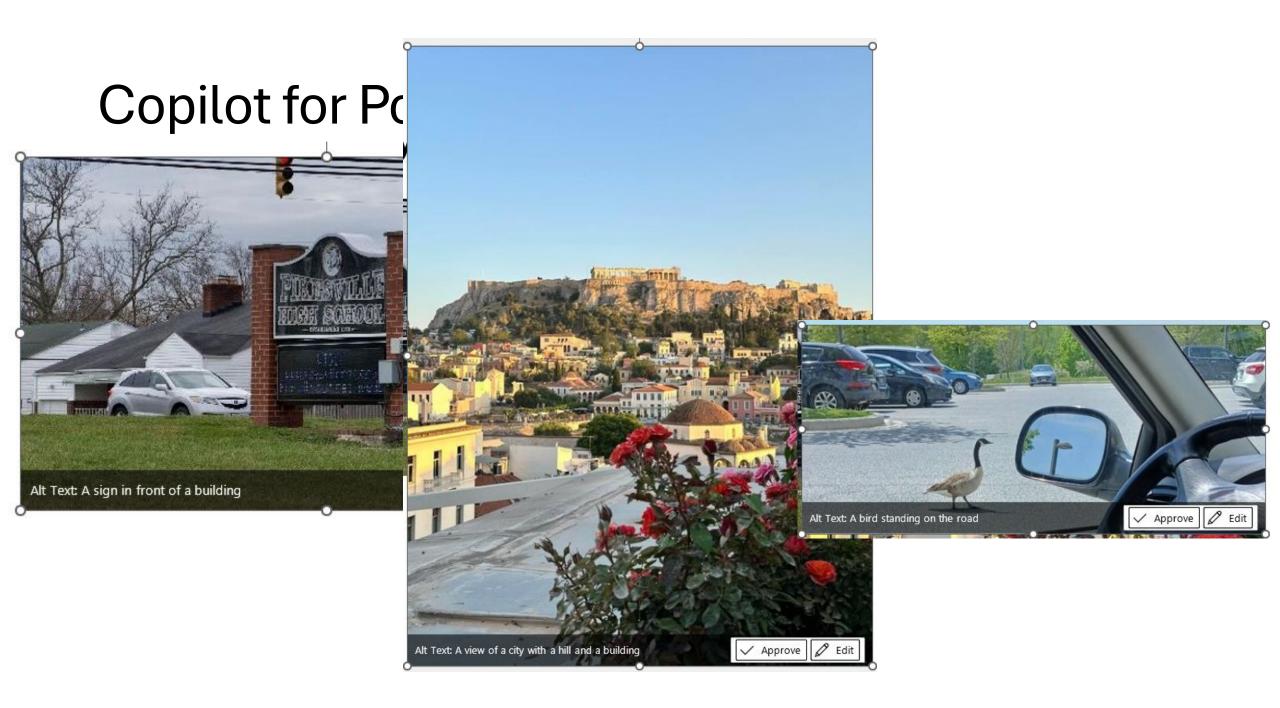
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Slide 1 of 1 🛛 🖗 Accessibility: Good to go

Click to add notes

____Notes 🔲 🖽 🗐 🖓 - _____+ + 89% ∲

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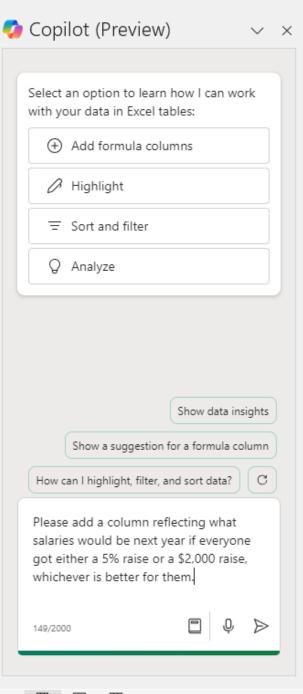


Copilot for Excel

- Format data as table
- Save to OneDrive

📆 Format a	🕎 Format as Table ~						
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	А	В	С	D	E
1	First Name	Last Name	Rank	Job Title	Salary
2	Alice	Johnson	1	CEO	200,000
3	Bob	Smith	2	CFO	180,000
4	Carol	Williams	3	СТО	175,000
5	David	Brown	4	000	170,000
6	Eve	Jones	5	VP of Marketing	160,000
7	Frank	Miller	6	VP of Sales	155,000
8	Grace	Davis	7	VP of Engineering	150,000
9	Hank	Wilson	8	VP of HR	145,000
10	Irene	Moore	9	Director of Finance	140,000
11	Jack	Taylor	10	Director of IT	135,000
12	Karen	Anderson	11	Director of Sales	130,000
13	Leo	Thomas	12	Director of Marketing	125,000
14	Mary	Jackson	13	Director of HR	120,000
15	Nick	White	14	Senior Engineer	115,000
16	Olivia	Harris	15	Senior Accountant	110,000
17	Paul	Martin	16	Sales Manager	105,000
18	Quinn	Thompson	17	Marketing Manager	100,000
19	Rachel	Garcia	18	IT Manager	95,000
20	Sam	Martinez	19	HR Manager	90,000
21	Tina	Robinson	20	Engineer	85,000
22	Uma	Clark	21	Accountant	80,000
23	Vince	Rodriguez	22	Sales Representative	75,000
24	Wendy	Lewis	23	Marketing Specialist	70,000
25	Xavier	Lee	24	IT Specialist	65,000
26	Yara	Walker	25	HR Specialist	60,000
27	Zach	Hall	26	Junior Engineer	55,000
28	Ava	Allen	27	Junior Accountant	50,000
29	Ben	Young	28	Sales Associate	45,000
30	Chloe	King	29	Marketing Assistant	42,000
31	Dan	Wright	30	IT Assistant	40,000



Here's 1 formula column to review and insert:

Next Year Salary

Calculates the estimated salary for the next year by taking the maximum value between a 5% increase in the current salary and a fixed increase of 2000 (dollars). This ensures that each employee receives at least a minimum raise, while also allowing for a percentage-based increase for higher salaries.

fx

=MAX([@Salary] * 1.05, [@Salary] + 2000)

Computes the estimated salary for the next year for each employee in the table by using the following formula:

- Multiplies the value in the "Salary" column by 1.05 to find a 5% increase.
- Adds 2000 to the value in the "Salary" column to find a fixed increase of 2000 (2000 dollars).
- Uses the MAX function to find the maximum of the two calculated values and returns the higher of the two as the result.
- Formats the result as a number with a thousand separator and zero decimal places.

Hide explanation \land

Al-generated content may be incorrect

Here's 1 formula column to review and insert:

Next Year Salary

fx

O

Calculates the next year's salary for each employee by increasing their current salary by either 5% or \$2000 (dollars), whichever is greater.

=IF([@Salary]*1.05> [@Salary]+2000,[@Salary]*1.05, [@Salary]+2000)

Calculates the estimated salary for the next year for each employee in the table by using the following formula:

- Uses the IF function to compare the result of multiplying the value in the "Salary" column by 1.05 (a 5% increase) with the result of adding 2000 (a fixed increase of 2000 dollars) to the value in the "Salary" column.
 If the result of the multiplication is
- If the result of the multiplication is greater than the result of the addition, the formula returns the result of the multiplication.
 Otherwise, it returns the result of the addition.
- Formats the result as a number with a thousand separator and zero decimal places.

A	В	С		F	G
1 First Na	me 🔻 🛛 Last Name 💌	Rank 💌	Jo	Next Year Salary 💌	Next Year Salary2 💌
2 Alice	Johnson	1	CEO	210,000	210,000
3 Bob	Smith	2	CFO	189,000	189,000
4 Carol	Williams	3	CTO	183,750	183,750
5 David	Brown	4	000	178,500	178,500
6 Eve	Jones	5	VP of Ma	168,000	168,000
7 Frank	Miller	6	VP of Sal	162,750	162,750
8 Grace	Davis	7	VP of Eng	157,500	157,500
9 Hank	Wilson	8	VP of HR	152,250	152,250
L0 Irene	Moore	9	Director	147,000	147,000
l1 Jack	Taylor	10	Director	141,750	141,750
12 Karen	Anderson	11	Director	136,500	136,500
13 Leo	Thomas	12	Director	131,250	131,250
14 Mary			ector	126,000	126,000
15 Nick	Now do one more op		ior Er	120,750	120,750
16 Olivia	next year's salary whe		ior A	115,500	115,500
17 Paul	a 5% raise, or \$3000,	whichever	es Ma	110,250	110,250
18 Quinn	is higher.		rketin	105,000	105,000
19 Rachel			lanag	99,750	99,750
20 Sam	Martinez	19	HR Mana	94,500	94,500
21 Tina	Robinson	20	Engineer	89,250	89,250
22 Uma	Clark	21	Account	84,000	84,000
23 Vince	Rodriguez	22	Sales Re	78,750	78,750
24 Wendy	Lewis	23	Marketin	73,500	73,500
25 Xavier	Lee	24	IT Specia	68,250	68,250
26 Yara	Walker	25	HR Speci	63,000	63,000
27 Zach	Hall	26	Junior Er	57,750	58,000
28 Ava	Allen	27	Junior Ac	52,500	53,000
29 Ben	Young	28	Sales As	47,250	48,000
30 Chloe	King	29	Marketin	44,100	45,000
31 Dan	Wright	30	IT Assist	42,000	43,000

Insert column

38

Back to ChatGPT

please create a table of thirty fictional employees. The table has these columns: First Name; Last Name; Rank; Job Title; and Salary. The salaries range from 40,000 to 200,000

\$

Here's a table with 30 fictional employees, including their first name, last name, rank, job title, and salary:

First Name	Last Name	Rank	Job Title	Salary
Alice	Johnson	1	CEO	200,000
Bob	Smith	2	CFO	180,000
Carol	Williams	3	СТО	175,000
David	Brown	4	соо	170,000
Eve	Jones	5	VP of Marketing	160,000
Frank	Miller	6	VP of Sales	155,000
Grace	Davis	7	VP of Engineering	150,000
Hank	Wilson	8	VP of HR	145,000
Irene	Moore	9	Director of Finance	140,000
Jack	Taylor	10	Director of IT	135,000

Other AI in Excel

Moving data directly from PDF \rightarrow Excel

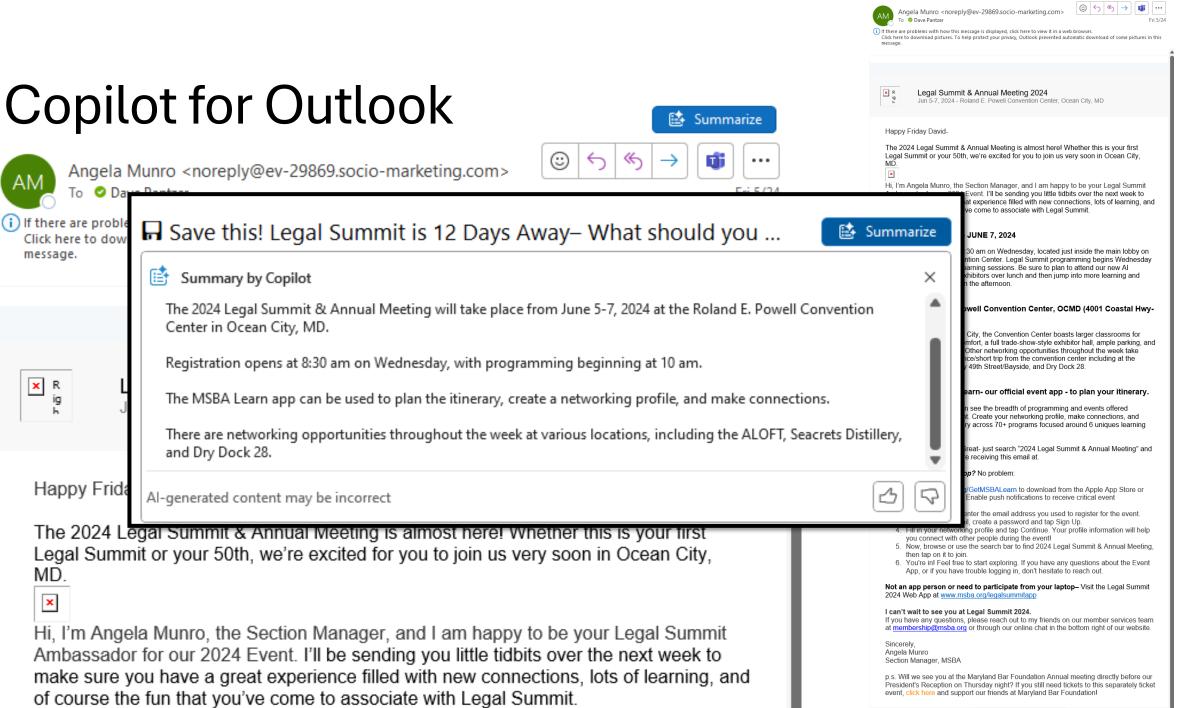
\$600	\$9,450	\$10,050
\$250	\$750	\$1,000
\$1,100	\$2,323	\$3,423
\$1,400	\$1,800	\$3,200
\$0	\$0	\$0
\$3,000	\$12,058	\$15,058
\$0	\$0	\$0
\$50,000	\$79,078	\$129,078
\$3,200	\$14,800	\$18,000
\$72,600	\$216,410	\$289,010

Other AI in Excel

Moving data directly from

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

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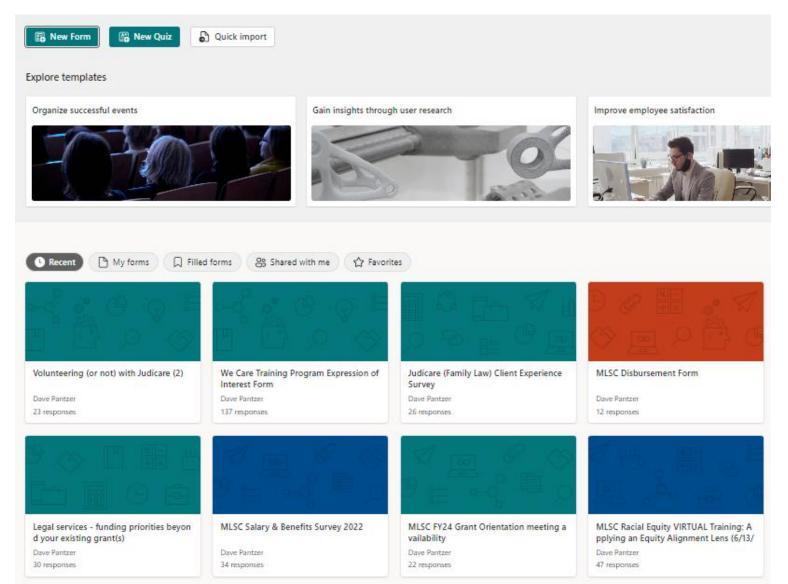
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Happy Frida

Click here to dow

Right-click or tap and hold here to

Copilot 365 Forms (forms.office.com)



Untitled form - Saved $\, \smallsetminus \,$

🥠 Draft with Copilot

I need a survey for lawyers who have watched my technology presentation, to see if it met their needs, and where it can be improved.

Please gather their name, affiliation and email address.

Use a 5-point Likert scale to ask them to assess the following questions:

Was the presentation interesting?

Did they find the solutions provided relevant to their work?

Would they recommend the presentation to a colleague?

Use a yes/no format to ask for this feedback:

Did they learn at least one thing they will try out at the office next week?

Finally, set up a free text question to gather any additional feedback. Thank you

621 / 2000

Generate

View prompts

🤣 Remove the questions you don't want

Lawyer Technology Presentation Survey

Please take a few minutes to complete this survey about the technology presentation you attended. Your feedback is important to us and will help us improve future presentations.

1. Was the presentation interest	ing?					
	Strongly disagree	Disagree Neutral		Agree	Strongly agree	
I found the presentation to be interesting.	0	0	0	0	0	
2. Did you find the solutions pro	vided relevant	to your work	?	3. Would	you recomme	nd t
	Strongly disagree	Disagree	N	l would	recommend t	he
The solutions provided were relevant to my work.	0	0		presentation to a		

. Would you recommend the presentation to a colleague?

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		Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Û			
	I would recommend the presentation to a colleague.	0	0	0	0	0				
	 4. Did you learn at least one thing you will try out at the office next week? Yes No 									
	5. Please provide any additional f	eedback you ł	nave about th	e presentat	tion.		Û		-	
То	fine tune the draft, add some details and r	egenerate			Al-gen	erated content may be	e incorrect	в	8	

Add more details for Copilot to fine tune the draft.

5. Please provide any additional feedback you have about the presentation. (Enter your answer)

6. What is your name? (Enter your answer)

7. What is your email address? (Enter your answer)

Lawyer Technology Presentation Survey

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Copilot 365 Teams

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② Stay on top ③ Get calendar info Track your tasks What do I have [Monday at 3 pm] When's my next meeting with What should be on my radar from person ? emails last week? Decode acronyms 🔊 Brainstorm Prep for that meeting Help me prepare for meeting What does [LLM] stand for? Suggest 10 compelling titles based on file

OK, what can I help with? Try one of the examples or enter your own prompt.

	AII	People	Files	Meetings	Em	ails						
	0	For recaps a	nd action	items, recorde	d mee	ings work best						
	÷	MLSC/OA Fri 5/31/2024		10:30 AM								
	::	MLSC - Gr Fri 5/31/2024		min Asst	0							
		weekly cal Mon 6/3/2024										
	6	FY24 MLS Mon 6/3/2024		2								View prompts
lp me prepare for / S	tart ty	/ping to se	arch			🕂 Add peop	ole, files, and	d mo	ore for bet	ter results	Ø	

Copilot 365 Teams

To prepare for the MLSC/OAG meeting, here are some key points and related content that might be useful:

- The meeting is scheduled for today at 10:00 AM and will last until 10:30 AM. It will be a Zoom meeting, and the details for joining have been provided in the invite¹
- Michelle Siri and are among the attendees 1
- There was a recent email exchange regarding a prospective grantee for MLSC, which might be a topic of discussion²
- There is also a document titled "23 08.27.21 Access to Counsel Requirements" that could be relevant to the meeting's agenda

It would be beneficial to review these materials and be prepared to discuss the grant under contemplation and any related requirements or updates. If there are specific points or questions you have in mind, it's a good idea to note them down to ensure they are addressed during the meeting. Good luck with your preparation!

Al-generated content may be incorrect

3 References A	
Image: MLSC/OAG Meeting 5/31/24 With Michelle Sir	^
2 RE: Question about MLSC prospective grantee Outlook 5/30/24 Dave Pantzer To msiri@mlsc.org	^
B 23 08.27.21 Access to Counsel Requirements PDF Last edited by	^
S S □ Ŧ	1 of 30 responses ●

Copilot 365 Teams

Copy

Does MLSC have a COVID policy?

Based on the search results, it appears that the Maryland Legal Services Corporation (MLSC) has implemented policies in response to the COVID-19 pandemic, particularly regarding the signing of affidavits and intake procedures.

- The "MLSC- Internal Control Policy_affidavits signing_FINAL.docx" updated in February 2022, outlines the
 procedure for signing client eligibility and income affidavits during the pandemic. It mentions that
 Legal Services staff members will determine client eligibility at intake and that clients may email signed
 MLSC forms with an e-signature. 1
- A Teams message from yesterday afternoon includes a conversation where suggested adding a COVID policy to the personnel manual, and Michelle Siri asked if MLSC had one in place. You, Dave Pantzer, responded that you've been looking but not finding anything, indicating that there may not be a formal COVID policy document available.
- The "virtual intake policy" document from March 2022 describes a new policy for online and virtual clinics due to COVID-19 limitations. It requires staff to take income information over the phone or virtually for clinics longer than 30 minutes and to document why a client is unable to sign in person. 3

These documents suggest that MLSC has adapted its procedures to accommodate the challenges posed by the COVID-19 pandemic, although a formal, standalone COVID policy document may not exist. If you need further assistance or specific details from these documents, please let me know.

1 🗟 MLSC- Internal Control Po... 2 M Michelle Siri in chat 3 \min virtual intake policy

7 of 30 responses AI-generated content may be incorrect

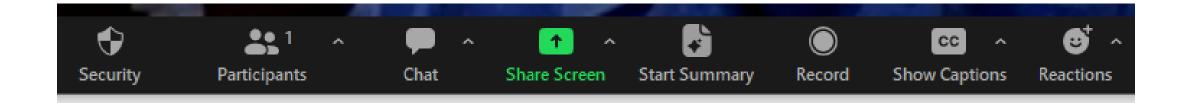
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Mini-Alternatives to Copilot and ChatGPT Plus

- Gamma.app
- Canva.ai
- Free chatbots (copy and paste)
- Grammerly Pro
- Alternative
- Claude.AI
- ChatPDF
- Lee make into feature comparison chart for each copilot tool

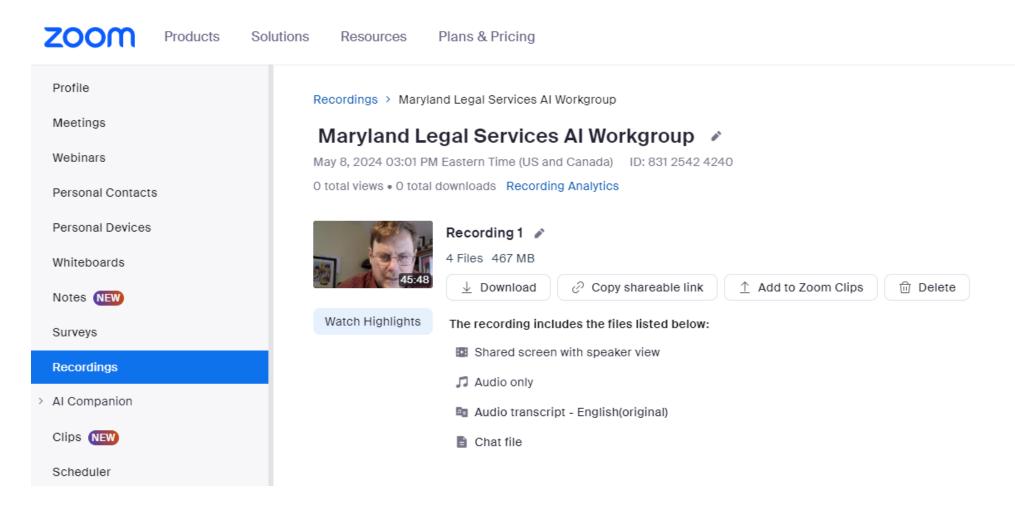
Al for better meetings

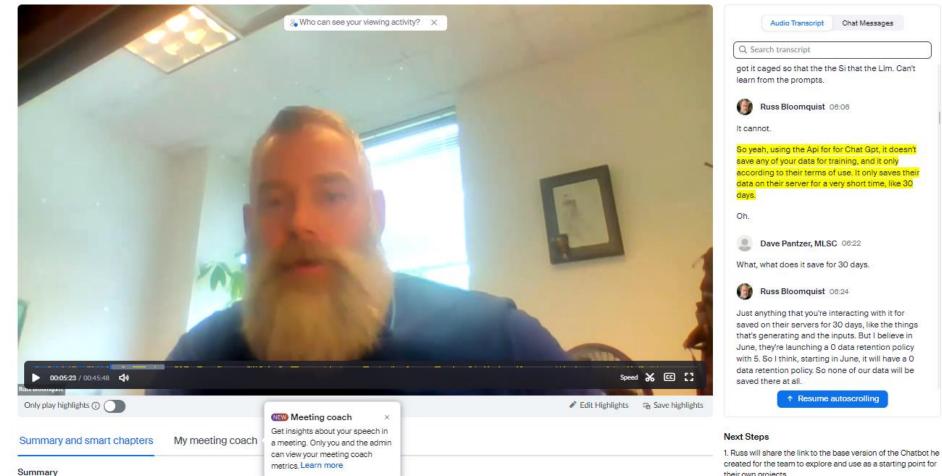
Zoom recording/transcribing/translating features



Al for better meetings

Zoom recording/transcribing/translating features





their own projects. 2. Matthew will consider developing a publicly consumable version of the instructions he gave to his law students for their View All Al projects, to share with other teams and organizations.

The team discussed the use of AI in recording and summarizing grantee meetings, the implementation of an API for OpenAI's text generator at Legal Aid, and the development of a chat bot for various purposes. They also explored the potential of combining various AI APIs, the use of AI for tasks such as rewriting letters and simplifying panel descriptions, and the challenges and potential solutions related to understanding and utilizing APIs. Lastly, they touched on topics related to voice technology, the weaponization of technology, and the use of Unreal Engine for creating AI and ... View AII

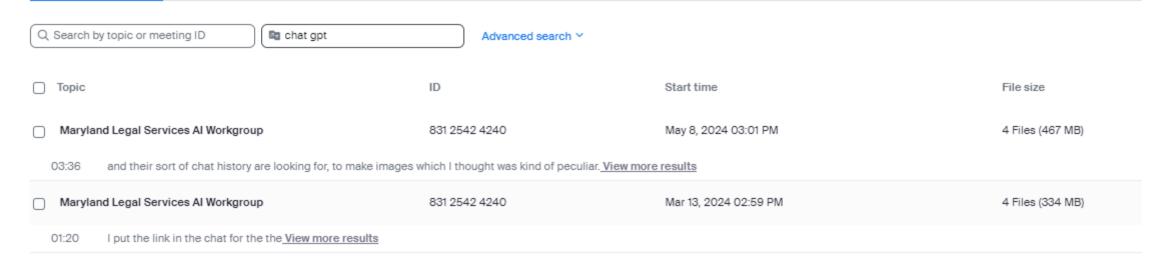
Smart Chapters



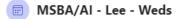
Database Credentials, Single Sign-On, Chat GPT API

Russ and Dave discussed the current database of credentials and the potential implementation of single sign-on in the future. They also talked about the use of the API for Chat GPT, which doesn't save any data for training and only holds user interaction data for 30 days. Russ mentioned that a 0 data retention policy is expected to be launched in June. Dave raised concerns about users potentially sharing confidential information, to which Russ responded that they have a prompt helper section in Chat GPT that advises against this. They concluded that while there's some concern, the current policy seems to be adequate for their use case.

Cloud recordings Local recordings

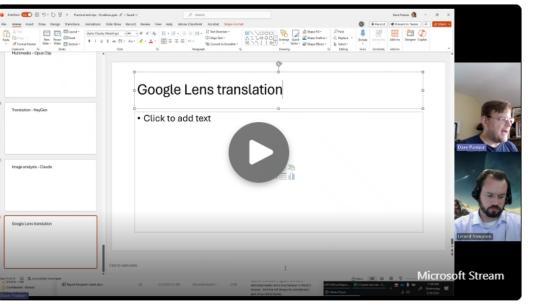






Teams

Wednesday, May 29, 2024 11:00 AM - 12:00 PM



Speakers # Topics = Chapters

Dave Pantzer

Leland Sampson

ls this info useful? 👌 🖓

Content ı. Attendance 🖲 Notes @ Mentions Transcript Al notes Generated by Al. Be sure to check for accuracy. Copy all about the risks and rewards of chatbots and how companies are using them to interface with the public. They also discussed the many faces of copilot and left the two highlighted ones for further discussion. Dave and Leland discussed AI tools and their integration into Microsoft > Office. They talked about the different types of AI tools, including standalone tools and those built inside apps like Copilot. They also discussed the importance of assessing the risks associated with AI and deciding whether to let it into the data world.

Are these notes useful? 👌 🖓

Follow-up tasks

- Presentation slides: Add screenshots for GPT, Claude and chat PDF (Dave and Leland)
- Presentation slides: Add screenshots for copilot in various apps (Dave and Leland)
- Presentation slides: Work on PowerPoint to show Al-generated presentation (Dave)
- Presentation slides: Talk about the outside-inside-beside framework of Al tools (Leland)
- Presentation slides: Review the slides and cut unnecessary or redundant content (Dave and Leland)

℘> Open in Stream

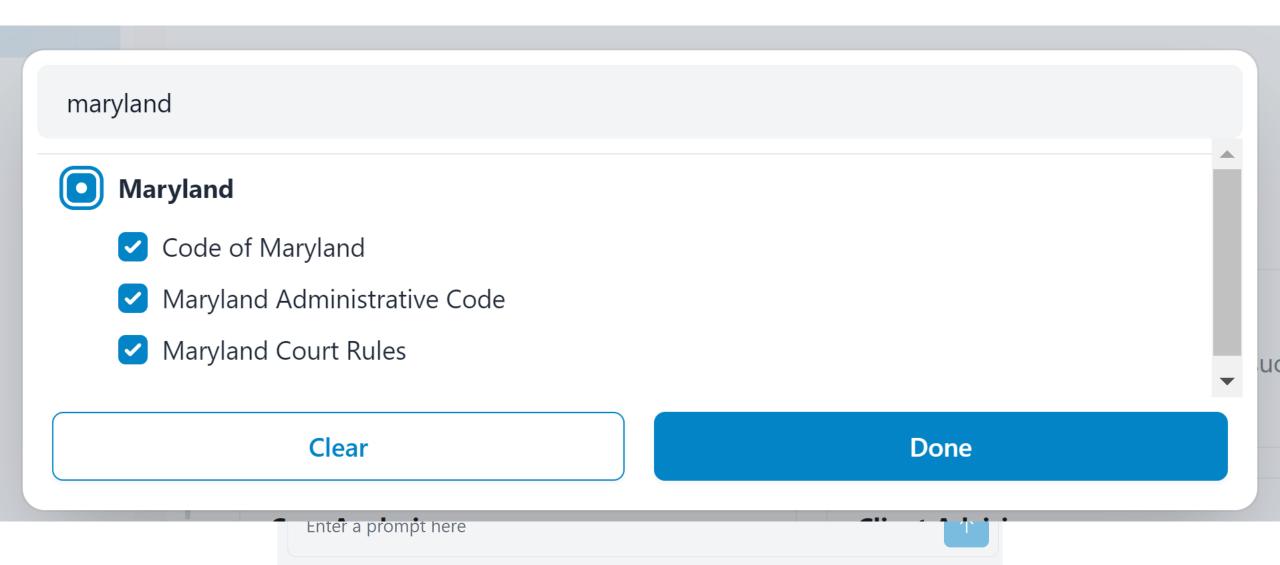
Copilot

Are these tasks useful? \bigcirc

	Platfolm 🔨 Reso	ources 🗸	Pricing	Sign	In Try Paxton for Free
	Contract Review				
	Document Drafting				
	File Analysis				
Al Legal Assistant	Legal Research				
Legal Al for	Boolean Composer		DAYTON	New chat	You
Contract Rev	Security			The Role of Product Counsel in :	Create a single member LLC operating agreement for Oregon.
Contract Rev	,		General AI Chat	Creating an Oregon Single Me : Drafting a Memorandum of Un : Analysis of Multi-Party Confid :	Paxton Certainly, here is a summary of the key provisions typically included in single member LLC operating agreement for Oregon:
Document D	rafting		Laws & Regulations Case Law Web & News	Drafting a Motion for Summary : Drafting Summary Judgement : Proposed Defense Strategy fo :	1. **Formation**: The agreement should state the name of the LLC, th principal place of business, and the fact that the LLC is formed under laws of Oregon.
and Legal Re	search		Contract Analysis Contract Search File Analysis		 **Member**: As a single member LLC, the agreement should identit sole member and their capital contribution. **Management**: It should outline the bas full control

<u>Iry it without</u>	<u>an account</u> →
Start you	ır free trial
Email address	
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Create a password	
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Sign up Sign in		Changing Your Name in Maryla :		
G My Drive	A		How ca	n I help?
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Al Chat & Drafting	8	G.	Conduct legal research on specific case laws or statutes relevant to a current case.	Assist in drafting legal documents such as contracts, briefs, or legal opinions.
🖄 Case Law	A			
🔇 Web & News	8		Case Analysis	Client Advising
Files & Contracts File Analysis	8		Analyze the strengths and weaknesses of a case based on the provided facts and legal precedents.	Advice or explanations of legal concepts to assist in client consultations.
 File Summarizer Contract Analysis 	8 8			
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Tools			Save your work	:: <u>Sign up</u> <u>Sign in</u>
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Compare Documents	8			: shift + enter



Legal Research – Paxton.ai

You Related: What do the Ma [1] View source Rule 11-408 - CITATION

Paxton [2] View source

The Maryland Co^{Section 26-401 - Venue}

Administration ([4] View source

Information Syst Section 11.17.18.01 - Definitions

conviction, acqu [5] View source

or dismissal of a Section 26-407 - Disposition and records of traffic citations

or ordinance tha

[6] View source manslaughter or Section 11.12.06.02 - Definitions the use of a mot

reported [3].

[7] View source

Section 26-201 - Authority to charge; issuance and content

[8] View source

11 references Section 11.18.04.03 - Reporting Guidelines

[3] 3 Rule 16-204 - Reporting of Criminal and Motor Vehicle Information

Md. R. Ct. Admin. 16-204 As amended through March 1, 2024

(a) **Reporting Requirements.** A clerk or the Judicial Information Systems unit of the Administrative Office of the Courts, from data retrieved from the trial courts case management systems, shall:

(1) report to the Central Repository of Criminal History Record Information of the Department of Public Safety and Correctional Services reportable events, as defined in Code, Criminal Procedure Article, § 10-215, with respect to the list of offenses agreed to by the Secretary of the Department of Public Safety and Correctional Services and the Chief Justice of the Supreme Court; and Cross reference: See Code, Criminal Procedure Article, § 10-217 regarding agreement between the Secretary and the Chief Justice.

Jonathan MELNICK v. C.S.X. CORPORATION et al.

Docket: No. 112; Court of Appeals of Maryland; May 6, 1988; Maryland State Supreme Court

Legal Res descrybe abstract

to the landowner's property.

Search

Alabama

📃 California 💸

📃 Colorado 🛠

Connecticut

📄 Delaware 🔆

📄 Florida 💸

📄 Georgia 🔆 📃 Hawaii 💸

Idaho 📃 Illinois 💸

Alaska

Arizona Arkansas



Parties: The parties involved in the case are the plaintiff, Johnathan Melnick, and the defendant, Baltimore and Ohio Railroad Company. Introduction: The case presents the issue of whether a landowner has a cause of action against an adjoining landowner when trees, vines, roots, and other plants or plant debris from the adjoining landowner's property encroach upon and cause damage

Search by State Background: Johnathan Melnick purchased a tract of land in Baltimore, which shares a boundary with a railroad right-of-way owned by the Baltimore and Ohio Railroad Company. Melnick's property experienced damage due to leaves, limbs, and plant growth from the Railroad's property, causing clogged drains, standing water, and roof deterioration. All Opinions

> Procedural History: Melnick brought the action in the Circuit Court for Baltimore City, seeking damages for the injury to his property. The circuit court granted the defendant's motion for summary judgment, and Melnick appealed to the Court of Special Appeals, which affirmed the decision.

Issues Presented: The specific legal question is whether a landowner has a cause of action against an adjoining landowner when vegetation from the adjoining property causes damage.

Analysis: The court discussed various rules governing the situation, including the self-help remedy, limitations on entering the adjoining landowner's property, and different approaches adopted by courts in other jurisdictions.

Holding: The court affirmed the decision of the Court of Special Appeals, holding that the Massachusetts Rule, which limits the District Of Columbia adjoining landowner's remedy to self-help, is preferable. The court declined to impose liability on the adjoining landowner for the natural processes of trees, plants, roots, and vines.

> Conclusion: The court affirmed the judgment of the Court of Special Appeals, holding that the Massachusetts Rule is the preferred approach and declining to impose liability on the adjoining landowner for the natural processes of vegetation.

Indiana 💸 Iowa	Opinion Type: majority	Al Summarized Opinion	
Kansas	Author: ELDRIDGE, Judge.	This case involves a dispute between a landowner and an adjoining landowner over the	ne.
Kentucky		encroachment of trees, vines, roots, and other plants or plant debris onto the plaintiff's	hala
Louisiana		property causing damage. The pland shares a boundary with a railroad Also, if you're interested we'd also be happy to give you	a demo and a preview
Maine		Railroad Company. Melnick's build of the new citation checker, which should be ready in a	
Maryland 💸		roof deterioration, and water damage to stored merchangise due to leaves and limps failing	

OpusClip

Business Custo

#1 AI VIDEO CLIPP 1 long 10 vii Cred

OpusClip is a gener talking videos into s

🖉 Drop a vide

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#4 Affordable Legal Help: Ensuring Access Without Sacrificing the Essentials

> The video successfully grabs attention with an relatable hook sentence. It discusses the important issue of cost and affordability of legal services, but lacks a clear connection between limited scope services and the overall message. More details and examples would improve completeness. The speaker's perspective adds a valuable and personal touch, making it relatable for viewers. While the topic is relevant, the video doesn't align with current trend topics on social media.

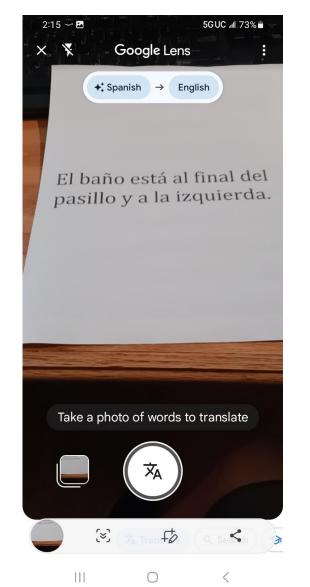
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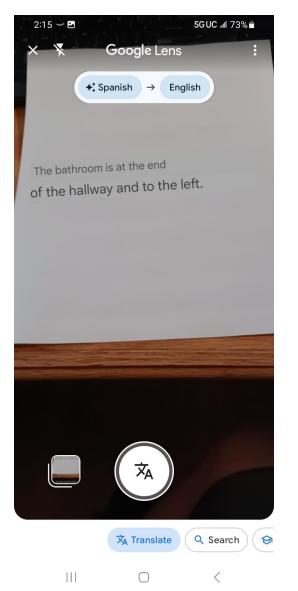
SCORE

Most people want the certainty of knowing what the legal services will cost them I also found that most of them are willing to pay for their legal services However they don't want to have to forego other essential things like food or shelter or healthcare in order to get legal...

Access to Justice Conference Units meaningter man to the to

Google Lens Translation





Google Lens on my
 Android phone

Image analysis – Claude.ai



DP

Can you describe this picture to me?

This picture shows a small neighborhood or residential area. In the foreground, there is a brick entrance sign that says "Willow Village Trailer Park". There are bare trees lining the sides of the road, indicating it is likely during the winter or early spring season. A car can be seen parked on the side of the road near the entrance sign. The overall scene depicts a modest trailer park community setting.

🖞 Copy 🏷 Retry 🖄 💬

- Pikesville High School photographed on March 4, 2024. (Kaitlin Newman / The Baltimore Banner)
- From "<u>Pikesville High</u> <u>School allegations</u> <u>show how AI can be</u> <u>misused. Is the law</u> <u>ready?</u>" by Dylan Segelbaum, 4/26/2024
- The Baltimore Banner



Image analysis – Astica.ai

1 5GUC ... 98%

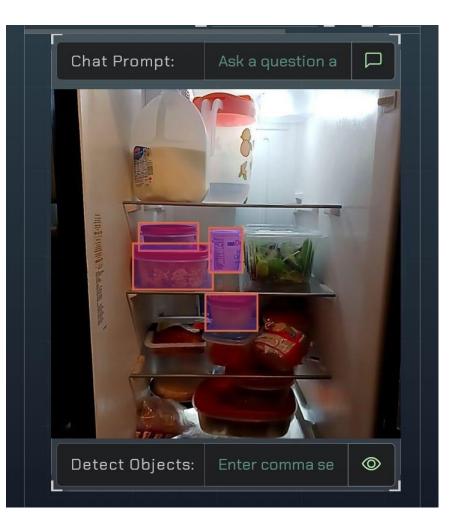
Describe Images Wit... Ľ × : (::;;) Ţ **Computer Vision Al** 1 Upload Directory 💿 Take Photo STATUS РНОТО ACTION Vision AI Examples Browse a subset of randomly selected

4:24 🛥 🕑 🖵 🖵 🖪

Load Sample Images

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A fully stocked refrigerator with a variety of food and drinks inside. The fridge contains several plastic containers with lids, some of which are stacked on a shelf. There is also a cup of coffee visible inside. The containers have red and white lids, and there are canned goods as well. The refrigerator door is clear, giving a view of the neatly organized contents inside. The overall color scheme of the scene is dark with accents of red. The image conveys a sense of abundance and readiness for a meal.

Known Persons: Enable Celebrity Detection: Run Celebrity Detection

Known Location: Enable Landmark Detection: Run Landmark Detection

Additional Captions:

- The Food In The Refrigerator Is A Lot Of Food.
- A Refrigerator With Food In Containers And A Cup Of Coffee.
- A Refrigerator With Food And Drinks In It.
- A Refrigerator With Food In Containers And A Cup.
- A Stack Of Plastic Containers With Lids On A Counter.
- A Refrigerator With Food In Plastic Containers And A Microwave.
- The Top Of The Containers Is A Red Lid.

Image analysis – Envision AI app

This app will read aloud any words that appear in front of your phone's camera.



380 HOMER: THE ODYSSEY

Such was their conversation. Then the ship in which Telemachus had gone to Pylos docked in the bay of Ithaca's main town. They disembarked and dragged the ship onto shore. The slaves brought out the splendid gifts and weapons and took them to the house of Clytius. A messenger was sent to tell the queen Telemachus was back in Ithaca, and that he said that they must come to town, dragging the ship, in case she had been weeping in her anxiety about her son. The swineherd and this messenger met up, on the same mission, to inform the queen. When both of them arrived, the slave girls clustered around the messenger. He said,

"Great queen,

your dear son has come home!"

And then the swineherd took her aside and told her what her son had ordered him to say. When he was done, he walked out through the hall and out the courtyard, leaving the palace hall to join his pigs.



Envision

Scan Text

Instant Text

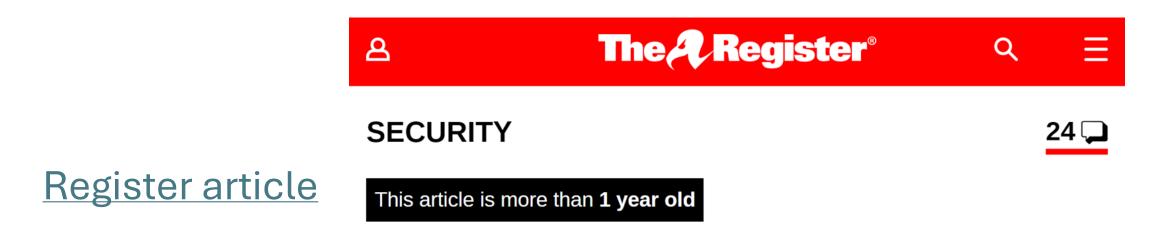
Import Files

Cool tool break – I don't care about cookies

I DON'T CARE ABOUT COOKIES Get rid of annoying cookie warnings from almost all "infected" websites!

BE WARY OF EXTENSIONS!

They can be sold and turn evil



'I Don't Care About Cookies' extension sold to Avast

Users of cookie-warning-buster add-on already forking off due to privacy concerns

Extension ownership

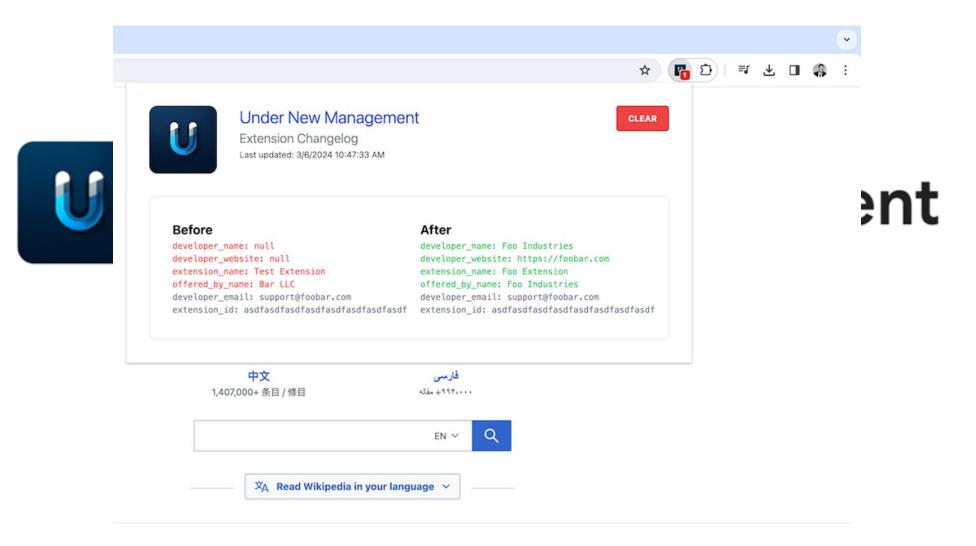
<u>Temptations of an open-</u> <u>source browser</u> <u>extension developer</u>

• 165 offers to sell since 2015!



Q Featured 4.0 ★ (1.3K ratings)Extension Functionality & UI 400,000 users

Under New Management









Power Toys – Paste as Plain Text

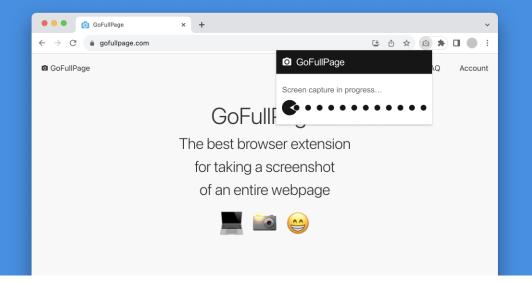
- Paste plain text anywhere
- Default hotkeys: Ctrl + Win + V



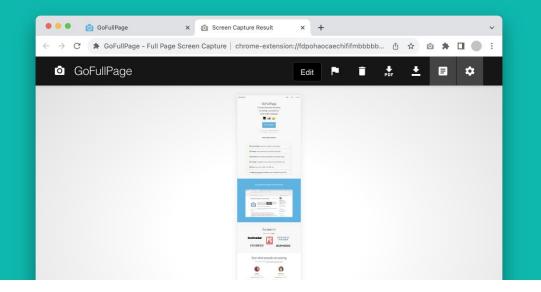
Cool tool break – Go Full Page

• Chrome extension to capture the entire webpage

One-click screenshot...

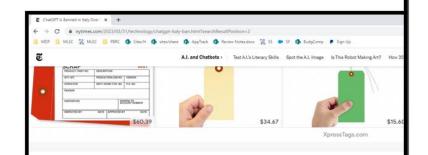


...into a single image.



Cool tool break – Print Friendly and PDF

Chrome extension

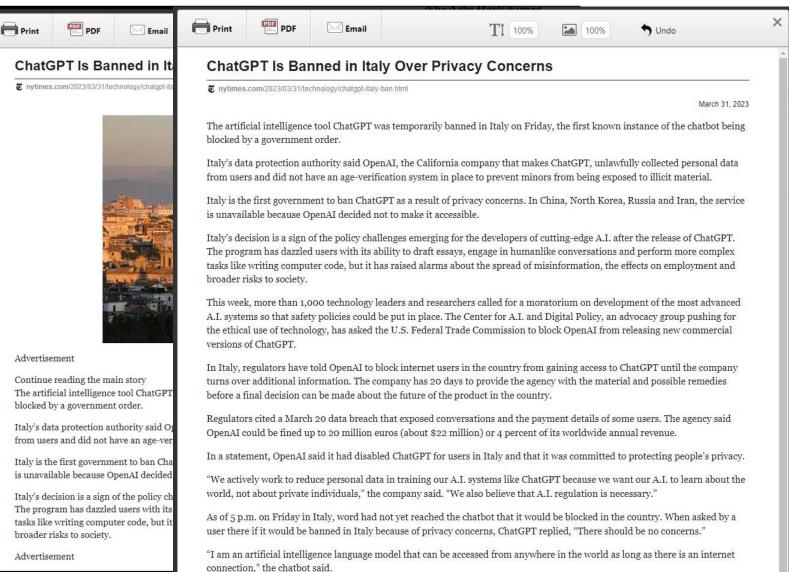


ChatGPT Is Banned in Italy Or **Privacy Concerns**

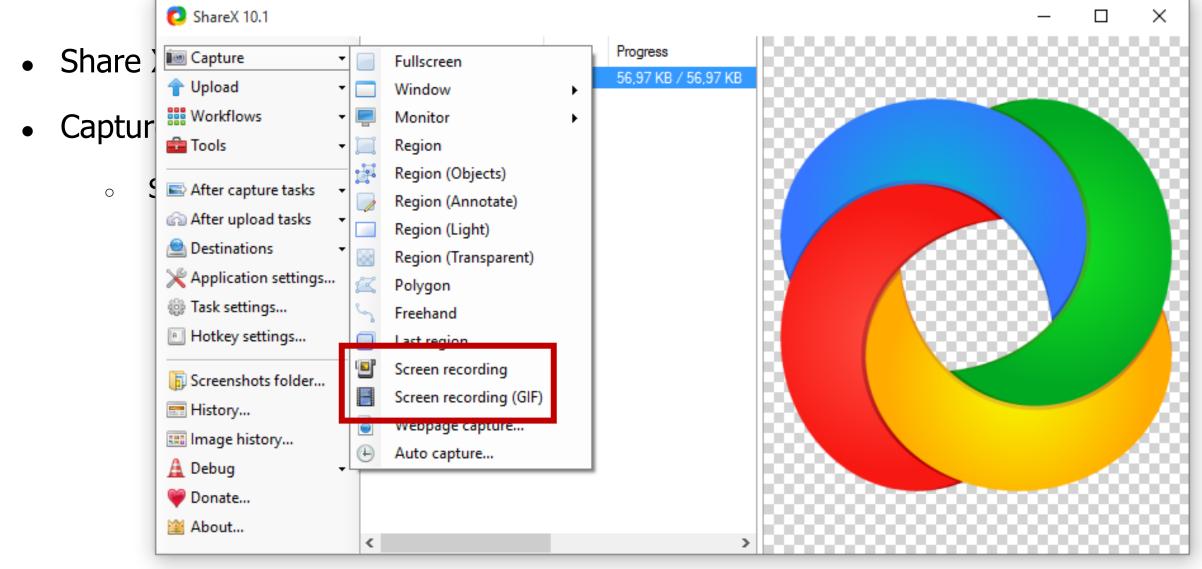
The action by Italy's data protection agency is the fir instance of the chatbot's being blocked by a govern







Cool Tool Break - <u>ShareX</u>



Thanks for Coming!