

1



2

The Answer-
SaneBox

Five Email Efficiencies Using SaneBox

- 1. Significant Time Savings Each Week**
SaneBox automates sorting and prioritization, saving approximately 15-20 hours per week by eliminating manual email triage. This allows more time for billable work and reduce administrative overhead.
- 2. Automatic Prioritization of Important Emails**
SaneBox uses AI to identify and surface the most important emails, ensuring key communications from clients, courts, and counsel are immediately visible.
- 3. Reduction of Inbox Clutter and Distractions**
Non-urgent emails are filtered into separate folders, while unwanted senders can be permanently blocked. This reduces interruptions and improves focus.
- 4. Built-in Follow-Up and Reminder System**
SaneBox tracks unanswered emails and provides reminders, reducing the need for separate follow-up systems and ensuring no critical communication is missed.
- 5. Batch Processing via Daily Digest**
Low-priority emails are consolidated into a daily digest, enabling scheduled review and supporting a more controlled, time-blocked email workflow.

3

SaneBox Cost

**De-clutter your inbox
Free for 14 days**

Every 3 years Annually Monthly

Save up to 100 MB with SaneBox Premium and Smart Mailbox

Plan	Price	Features
Snack	\$4.92	10 email accounts, 2 SaneBox Features, Email Chat Support
Lunch	\$8.25	20 email accounts, 4 SaneBox Features, Email Chat Support
Dinner	\$24.92	40 email accounts, All SaneBox Features, Email Chat & Phone Support

4

Example of My Emails with SaneBox

Folder	Count
Inbox	34
@SaneBoxInbox	192
@SaneBoxLabs	9
@SaneBoxNotes	13
@SaneBoxMail	266

5

The Parking Lot Epiphany

THE BEST LITIGATION IDEAS HAPPEN IN THE PARKING GARAGE

COMPUTER TECHNOLOGY

6

WHAT JUST HAPPENED?!



HEARING:
Court hearing, mediation, or deposition where fresh impressions, credibility observations, and strategy ideas are still top of mind.



VOICE MEMO:
2-minute iPhone voice memo immediately after court, mediation, or a deposition. Stream of consciousness notes while the hearing is still fresh.



AI ORGANIZES:
Paste your hearing transcript or voice memo into AI to instantly generate a client update, task list, hearing themes, and follow-up discovery.



7

Voilà . . . Magic

"Okay... judge is definitely annoyed. The suit thing did not help. Apparently sleeping through court is frowned upon. Also we gotta stop saying 'the two youts.' Judge seems weirdly fixated on procedure. Witness credibility may actually matter here. Mona Lisa probably saves this whole case. Need to figure out whatever the hell a positraction is."


CLIENT UPDATE
Judge focused on credibility and courtroom professionalism. Strategy should emphasize expert testimony and factual inconsistencies.

TASK LIST


- ✓ stop saying "youts" in court
- ✓ prep Mona Lisa Vito
- ✓ investigate positraction / witness issues

CASE THEMES

- ✓ credibility matters
- ✓ expert testimony is key
- ✓ procedure (apparently) matters



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Granola.ai

AI meeting notes for calls, consultations, and internal team meetings.




LEGAL TECHNOLOGY TOOLKIT

10

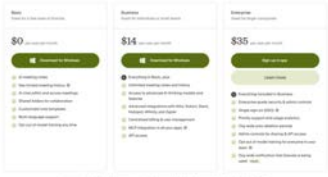
Granola.ai: meeting notes without losing the conversation

- 1 During the meeting**
Focus on listening while the tool captures the discussion.
- 2 After the meeting**
Review AI notes, correct details, and assign next steps.
- 3 Into the matter file**
Save the verified summary where your firm keeps work product.



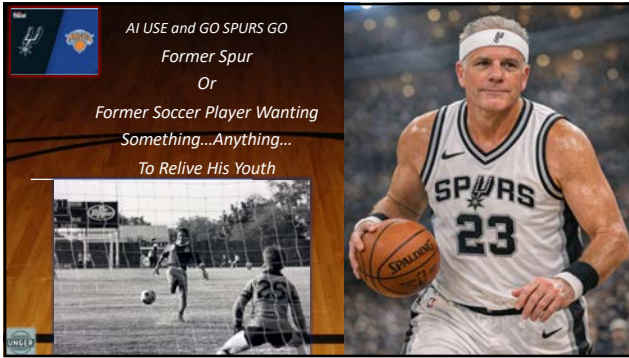
Attorney use case: reduce note-taking friction while preserving professional review.

11



Granola.AI Costs

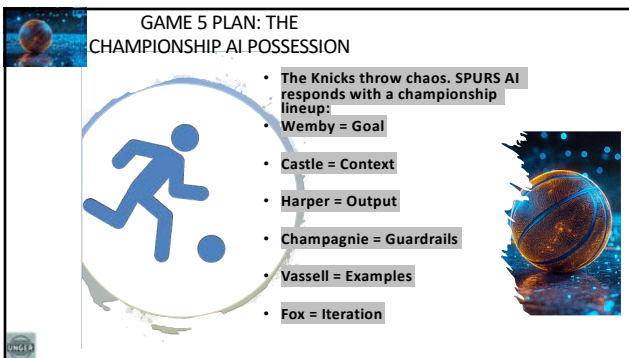
12



13



14



15



**THE OFFENSIVE SETUP:
CASTLE TO WEMBY**

STEP 1: WEMBY (**GOAL**) – DEFINE WHAT WINS.

STEP 2: CASTLE (**CONTEXT**) – BRING THE FACTS UP COURT.

WITHOUT GOAL + CONTEXT: RANDOM FACTS.

WITH GOAL + CONTEXT: AI SEES THE BASKET.



16

THE ASSIST: HARPER

- CHAMPAGNE • VASELL

- Harper = **Output Format**
- Champagne = Guardrails
- Vassell = Examples

- Raw Information → Structured Evidence → Persuasive Document




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THE FINISHER: FOX + COACH

- Fox = Iteration
- Prompt → Review → Refine → Championship Output

- Formula:
- Goal + Context + Output + Guardrails + Examples + Iteration = Championship AI Workflow



18

Role-Based Licensing (Best Practice)

- Partners / senior associates
- M365 Copilot (\$30.00/Month, \$360/Yr.)
- Paralegals/case managers – selective M365 Copilot
- M365 Copilot (\$30.00/Month, \$360/Yr.)
- All staff – Copilot Chat
- (\$0.00 Free)

22

What Copilot Is—and Why You should Care

1	2
<p>What It Is</p> <ul style="list-style-type: none"> AI assistant embedded in Word, PowerPoint, Excel, Outlook, Teams, and SharePoint Can summarize, draft, and reason over firm content Supports agents that automate tasks Includes scheduled prompts to run recurring work 	<p>Why It Matters in Law</p> <ul style="list-style-type: none"> Synthesizes (cases, statutes, memos) and document drafting (briefs, motions, correspondence) Reduces time spent in email triage, meeting prep, and matter updates, document drafting

Copilot respects Microsoft 365 permissions, Purview controls, and audit/compliance features—it works with your existing matter repositories and access rules.

Benefits for Lawyers

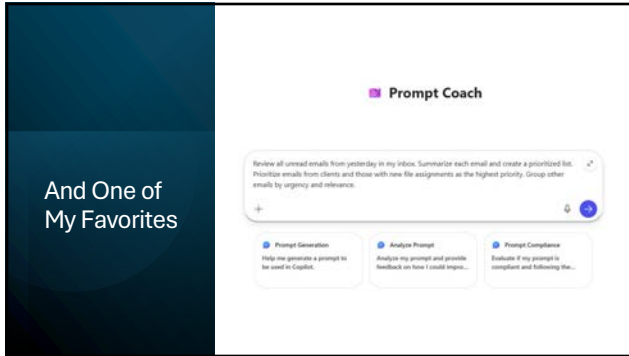
23

One Example-Massive Time Saver

The screenshot shows an email digest with the following categories and items:

- Technology / AI / Law / Business (High Signal)**
 - Microsoft Teams (2024) - How to use Teams to enhance your collaboration, productivity, and security. (2024/05/24)
 - Microsoft Copilot (2024) - How to use Copilot to enhance your productivity, collaboration, and security. (2024/05/24)
 - Microsoft 365 Copilot - How to use Copilot to enhance your productivity, collaboration, and security. (2024/05/24)
- Legal / Professional Development**
 - Microsoft 365 Copilot - How to use Copilot to enhance your productivity, collaboration, and security. (2024/05/24)

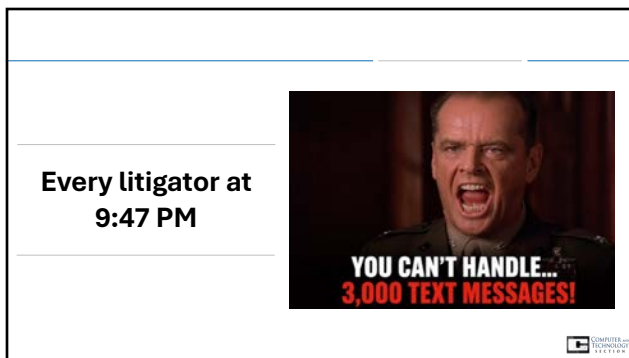
24



25



26



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I WANT THE TRUTH!

EVIDENCE DUMP

- Texts, emails, records, pleadings, and PDFs. You want the truth? Good luck finding it.



AI ORGANIZATION

- AI organizes events by date, flags contradictions, and surfaces credibility issues.



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THE TRUTH, THE WHOLE TRUTH . . .

MESSY EVIDENCE

- "Nobody ordered the Code Red."
- "Actually maybe somebody did."
- "Santiago was weak."
- "Why does everyone suddenly forget everything?"
- "What exactly happened in Guantanamo?"
- "Jessup definitely knows something."
- 47 witness statements later...

CHRONOLOGY

- 9/6 - Santiago requests transfer.
- 9/7 - Concern raised re chain of command.
- 9/8 - Discussion of disciplinary action.
- 9/9 - Code Red carried out.
- 9/10 - Santiago dies.



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NotebookLM

Source-grounded AI for case materials, CLE content, videos, presentations, podcasts, & more.



LEGAL TECHNOLOGY TOOLKIT

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NotebookLM: grounded in your own materials

WHY IT MATTERS FOR LAWYERS

Reduces the risk of AI errors by anchoring answers to the sources you provide.

Best use: organize and interrogate known materials—not replace legal judgment.

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NotebookLM: cost and capacity snapshot

NotebookLM	Plus	Pro	Ultra
Free	\$9.99/mo	\$19.99/mo	\$99.99/mo
50 notebooks	100 notebooks	300 notebooks	600 notebooks
Standard audio, video & artifacts	2x generations	5x generations	Up to 50x generations

CLE takeaway: pick the plan by source volume and generation needs, not by novelty.

32

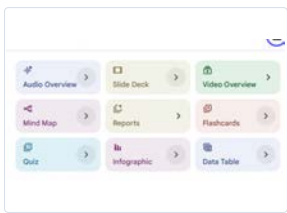
NotebookLM: case example

- Ask from the record**
Frame questions around actual documents instead of general internet answers.
- Extract the rule/facts**
Surface key facts, chronology, and issue-specific passages.
- Convert to hearing prep**
Build concise notes, exhibit lists, or argument outlines.

Example: using a source-grounded chat over case materials.

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NotebookLM: artifacts that attorneys can use

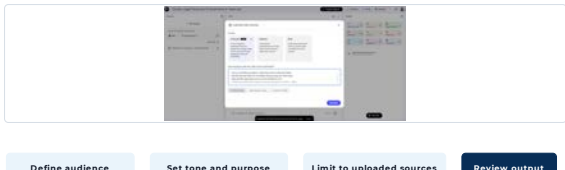


- 1 **Briefing aid**
Issue summaries, timelines, and key excerpts.
- 2 **CLE support**
Turn source sets into handouts or presentation assets.
- 3 **Client-ready explainers**
Simplify complex technical material without starting from a blank page.

Use artifacts as drafts or aids; keep attorney review and citation verification in the workflow.

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NotebookLM: customize before you generate



Define audience Set tone and purpose Limit to uploaded sources Review output

Customization turns a generic AI response into a usable legal-workflow artifact.

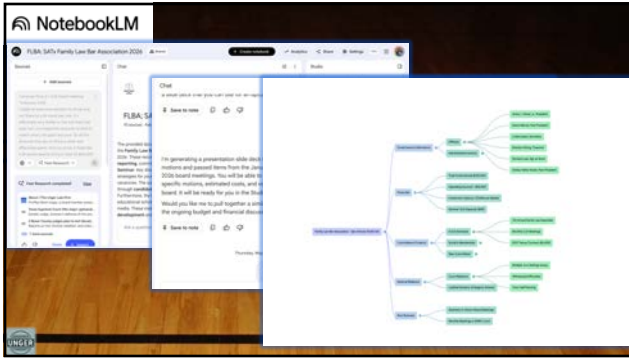
35

Techbytes

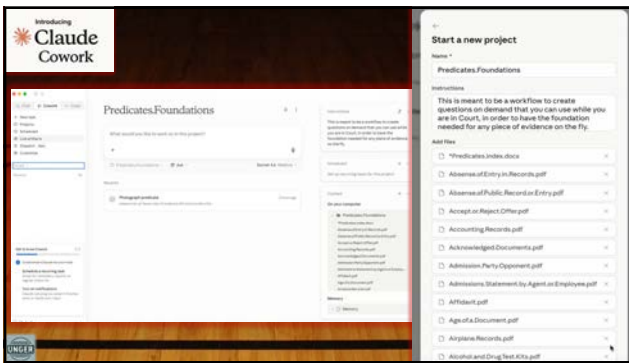
<https://sbot.org/techbytes>



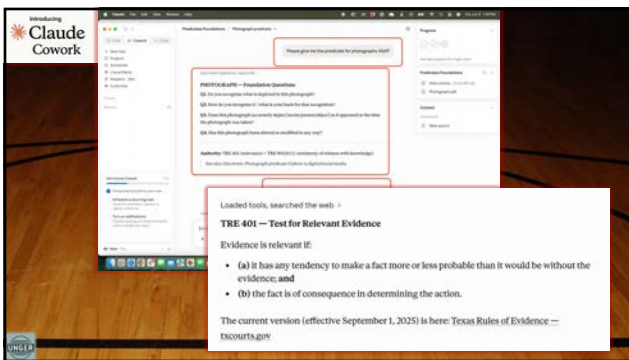
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37



38



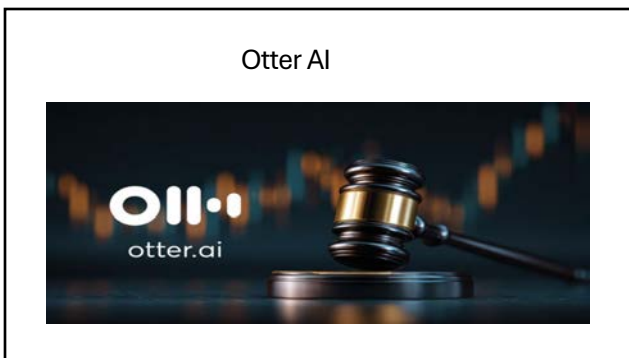
39



40



41




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Otter AI Costs


Free Plan:	300 monthly transcription minutes, a 30-minute limit per conversation and only 3 audio or video files you can import in a lifetime. (\$0.00)
Pro Plan:	1200 and 90 minutes per conversation. Additionally, you can even import 10 audio or video files per month for \$16.99/month and \$120/annual @60% reduction.
Business Plan:	6000 transcription minutes per month, allows up to 8 hours per conversation, and lets users import an unlimited amount of audio or video files. \$300.00/month per user and (\$240.00/Annual) @66% reduction.

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Otter AI – Recording, Transcriptions, Summaries




Benefits for Lawyers and Staff:



1. I know how hard it sometimes is to remember and note everything that is being said, especially when they like to talk faster than you can write. Hence, this is where Otter AI's transcription tool becomes handy since you can put all of your focus on what is being said and have the platform write everything down.



2. You can automatically join your Zoom, Google Meet, or Microsoft Teams meetings and transcribe everything that is said.



3. Otter's AI will automatically generate a live résumé during a recording and display it in the "Automated Summary" tab of the conversation.


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Additional Benefits

1. Platforms it works on Windows, Mac, Apple and Android
2. Works on your cell phone to capture phone conversations
3. The transcription is searchable
4. Transcription Summaries are helpful
5. Virtual meetings and CLEs you can't attend just use Otter AI.

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YOUR NEW LEAST EXPENSIVE ASSOCIATE




46

ASSIGN THE PROJECT

LET YOUR ASSOCIATE DO THE FIRST PASS

- 📁 Pleadings
- 📱 Texts
- 📄 Prior Testimony
- ✉️ Emails
- 🗣️ Hearing Transcript



- ✓ credibility concerns flagged
- ✓ inconsistent statements identified
- ✓ admissions to pursue
- ✓ cross questions drafted
- ✓ likely evasive responses anticipated

COMPUTER TECHNOLOGY PARTNER

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THE MEMO TOM CRUISE NEEDED

<p>WHAT CRUISE HAD TO DO</p> <p>"Why are partner billing records weird?"</p> <p>"Something feels off."</p> <p>"Who keeps dying?"</p> <p>"Why is everyone hiding financials?"</p> <p>"This definitely seems illegal."</p> <p>*Manual associate investigation</p>	<p>WHAT YOUR AI ASSOCIATE GIVES BACK</p> <p><u>CASE SUMMARY</u></p> <ul style="list-style-type: none"> • Potential Red Flags Identified • Billing Records - unusual patterns flagged • Partner Communications - inconsistencies surfaced • Financial Documents - missing records identified <p><u>DEPOSITION THEMES</u></p> <ul style="list-style-type: none"> • follow the money • inconsistent explanations • hidden relationships <p><u>QUESTIONS TO ASK</u></p> <ul style="list-style-type: none"> • who approved these transactions? • why are records missing? • who knew what and when? <p><small>COMPUTER TECHNOLOGY PARTNER</small></p>
--	---

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**ALWAYS REVIEW
THE ASSOCIATE'S
WORK.**


Especially the one billing
\$0/hour.

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Ollama

Local model experimentation for attorneys who want more control and privacy options.




LEGAL TECHNOLOGY TOOLKIT

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Ollama: download the application

- 1 Choose platform**
Download for the operating system you use.
- 2 Install locally**
Confirm the machine has adequate storage and compute.
- 3 Start with test data**
Use non-confidential examples until governance is clear.



Original walkthrough: download and configure Ollama.

51

Ollama: why local models matter


- 1 Local experimentation**
Run models on your own machine for testing and learning.
- 2 Privacy posture**
Evaluate whether local processing fits your risk model.
- 3 Model flexibility**
Download and compare different models for different tasks.
- 4 Governance first**
Confidentiality and competence rules still apply.

Ollama is a learning and experimentation platform; use firm policy before handling sensitive data.

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Ollama: download the model

- 1 Select model**
Choose a model appropriate for the task and machine.
- 2 Run a test prompt**
Compare output quality against known facts.
- 3 Document limits**
Record what the model can and cannot safely support.



Original walkthrough: select and download a model.

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Attorney adoption checklist: make the tools safe to use

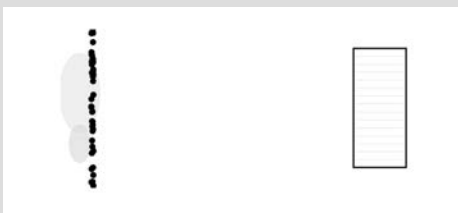
- Confidentiality** Know what data enters the tool and where it is stored.
- Permissions** Match access controls to matter teams and role-based needs.
- Verification** Require human review, citations, and source checks.
- Retention** Decide what outputs become part of the matter file.
- Training** Teach staff which tasks are approved and which are off-limits.

BOTTOM LINE: adopt one high-value workflow, document the rule, then expand.

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Connecting Dots...in legal practice + mediation: INTAKE OF INFORMATION

- **Client Intake = Mediation Intake (knowledge =power)**
- Listening to Story
 - Client tells us things = Client Interviews (AI Notetaking Apps)
- Abstract Of Client INTAKE
- SAME FOR ATTYS AND MEDIATORS



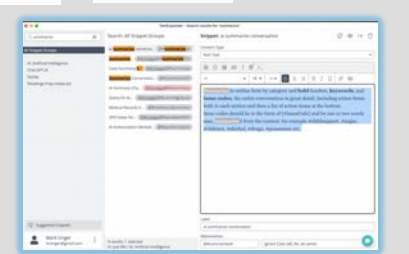
UNGER

55

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Ollie + textexpander = AI SUMMARY OUTLINE



UNGER

56

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- Listening to Story
 - Client tells us things = Client Interviews (AI Notetaking Apps)
- Abstract Of Client INTAKE
- SAME FOR ATTYS AND MEDIATORS

Ollie + textexpander = AI SUMMARY OUTLINE

The PROMPT: TE: "@#summarizeall"
Summarize in outline form by category and **bold headers, keywords, and issue codes**, the entire conversation in great detail, **including action items** both in each section and then a list of action items at the bottom.
Issue codes should be in the form of (#IssueCode) and be one or two words max, summarized from the context; for example #childsupport, #anger, #violence, #alcohol, #drugs, #possession etc.

UNGER

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Connecting Dots...in legal practice + mediation: INTAKE OF INFORMATION

1. When recommendations require continuous mapping across some guidance mapping team, sample maps for Liaison or other case party types to the standard set Assignee: Party Types Project team / Tyler

2. Search for potential parallel funding options to avoid overlap with mapping/TI work, compile a short list for clerks Assignee: Justice Simmons / Laura

3. Produce and circulate PowerPoint or written report of e-filing participation data and county findings for the shared drive Assignee: Judge Williams

4. Convene a working group with Tyler and volunteer JOT members to evaluate Research Texas vs. Justice Case Access pain points, propose policy/organization changes, and schedule initial meetings Assignee: Justice Simmons, volunteer: Maria Romo, Laura, Cynthia, others

5. Compile a list of specific criminal document types clerks want exposed in public access but not currently available in Research Texas available for legal/policy review Assignee: Steven Doherty / clerks

6. Begin standardized county outreach calls using the prepared questionnaire to assess e-filing readiness, barriers, and needs; report findings Assignee: Judge Williams

7. Require written submissions of recommended standards updates/changes to Frank for tracking Assignee: all members submitting proposals

Keywords quick reference

- Standards: version 70, rule 8, party to the case, motion
- Party Types: 1000 → consultable, Tyler 78 baseline, AI clustering, mapping
- Access platforms: Research Texas, Justice Case Access
- Notifications: daily digest, pro se notifications, email/mobile
- E-filing: county readiness, justice checks, hardware/software
- Security/privacy: SB 41, bulk data, sensitive/confidential, robust detection
- Governance: OCA, JOT, Supreme Court rules, standards repository

If you want, I can produce a one page PDF or slide deck version of this outline for distribution and upload it to the JOT shared drive

SUMMARIZE in outline and BOLD HEADERS AND KEYWORDS. OUTPUT SHOULD BE IN OUTLINE FORM. PROVIDE ACTION ITEMS AT END

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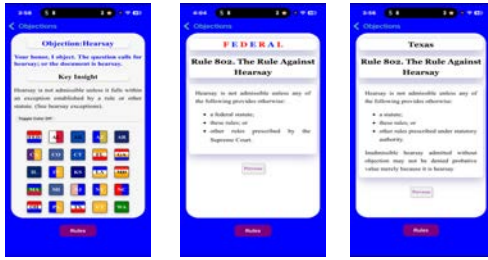
Courtroom Objections:
Federal & States, including Texas Apple: \$2.99
Developed by a Houston Lawyer: Anthony Shorter

59

The app divides objections into two categories. If you tap the first button at the bottom, the app lists admissibility objections. Tap the second button to list objections to form.

60

Example: Hearsay



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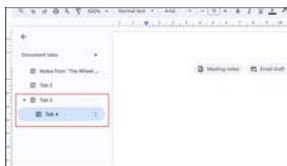
**ALRIGHT, ALRIGHT,
ALRIGHT
LET'S GET READY
FOR COURT**



COMPUTER
TECHNOLOGY
L.L.P.

62

THE LINCOLN LAWYER FILE



- OPENING ARGUMENT (*Set the Hook*)
- Direct (*Tell the Story*)
- CROSS (*Mickey Time*)
- THE BACKSEAT FILES (*The Evidence*)
- CLIENT PROBLEM (*The Bad Facts*)
- MONEY TRAIL (*Follow the Money*)
- CASE LAW (*The Citation Hunt*)
- THEORY OF THE CASE (*Why Mickey Wins*)

COMPUTER
TECHNOLOGY
L.L.P.

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THE BACKSEAT FILE

EXHIBITS CHECKLIST

- admitted
- highlighted
- witness copies
- judge copy

THE SMOKING GUNS

- Ex. 12 – parking ticket
- Ex. 37 - therapist email
- Ex. 02 - attendance report

MISSING EVIDENCE

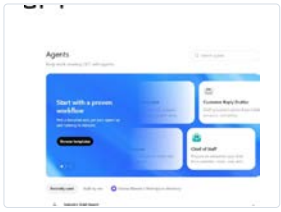
- subpoena pending
- authentication issue



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Agents in GPT


Recurring, structured AI workflows for monitoring, briefing, and drafting support.



LEGAL TECHNOLOGY TOOLKIT

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Agents in GPT: repeatable work on a schedule



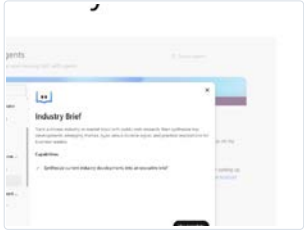
- 1 What it is**
A configured AI workflow that can run repeated tasks.
- 2 Why lawyers care**
Industry briefs, client updates, policy monitoring, and research triage.
- 3 Control point**
Define sources, frequency, scope, and human review.

An agent is most useful when the task is recurring, bounded, and reviewable.

66

Agent example: creating an industry brief

- 1 Define the topic**
Choose the client, industry, or practice area.
- 2 Set the output**
Brief format, sections, length, and tone.
- 3 Review before sharing**
Confirm sources, risks, and relevance for the audience.

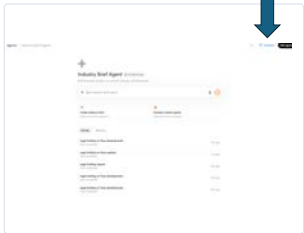


Example: generating a structured industry brief prompt.

67

Agent example: run it on a schedule

- 1 Weekly brief**
Use for practice-area monitoring or client-facing updates.
- 2 Matter update**
Summarize new items at a predictable cadence.
- 3 Human checkpoint**
No unsupervised client advice or filing decisions.



Scheduling is a leverage tool when paired with attorney approval.

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Tip of the Iceberg

Basic Artificial Intelligence
Sink or Swim Mentality

Intake Information
Summarize Statutes
Summarize Evidence
Billing Segregation
client communication
AI Notetaking
Client Billing Q's
Statute Summaries
Summary Depositions Testimony
Legal Research Summaries

Preparation for Hearings
Summarize Client Conversations
Demonstrative Aids
Agentic Task Automation
Client Legal Questions
AI Legal Research
mobile
Chat GPT

Summarize Emails: Attempts to Confer
Discovery (\$\$\$) Timelines
Perplexity
Summarizing
Getting evidence
Research CaseLaw
Artificial Intelligence for Client Efficiencies
Ipad AI Apps
Creative Document Assembly: Form drafting
Claude
Open v. Closed LLM's

UNCER

What it's like to be an Attorney Now?

69

AI Use Case: *Best for being creative*
Creative Motion Drafting

You're attorney representing a wife, whose husband has first signed a passport authorization for their minor children to travel internationally and then stated that he is withdrawing consent for them to travel internationally. Draft motion in Bexar County District Court for additional temporary orders to 10 consent to irrational travel for the three minor children

70

Motion for Consent to International Travel

CAUSE NO. [INSERT CAU] PETITIONER'S MOTION FOR ADDITIONAL TEMPORARY ORDERS TO AUTHORIZE INTERNATIONAL TRAVEL OF MINOR CHILDREN
IN THE MATTER OF THE E, [WIFE'S NAME], Petitioner
AND [HUSBAND: [CHILD'S NAME], [CHILD'S NAME], [CHILD'S NAME]]
AND IN THE [CHILDREN]
IN THE DIST [INSERT JUI]
BEXAR COU

TO THE HONORABLE JUDGE OF SAID COURT:

2. The parties are the parents of the following minor children:
IV. REQUEST FOR RELIEF
Petitioner respectfully requests that the Court enter additional temporary orders as follows:
1. Authorizing Petitioner to travel internationally with the minor children from Texas, United States, to Tokyo, Japan, on [Redacted Travel Dates].
2. Ordering Respondent to execute and deliver any documentation required for the travel of the minor children, including but not limited to notarized travel consent forms.
3. Enjoining Respondent from interfering with or obstructing the children's ability to travel with Petitioner for the duration of the authorized trip.
4. Confirming that Respondent's previously granted consent for international travel remains valid and binding; and
5. Granting such other and further relief to which Petitioner may be justly entitled.

V. PRAYER
WHEREFORE, PREMISES CONSIDERED, Petitioner prays that this Motion be set for hearing at the earliest possible date, and that upon hearing, the Court grant the relief requested herein and enter additional temporary orders authorizing international travel of the minor children to Tokyo, Japan, as set forth above.

71

Steps to Order Sale of Home in Divorce Case w/ Checklists + Word form

ChatGPT 4o

you're an attorney representing someone in a divorce, you need a community property home that you want sold, but out in order of need all things that must be decided and done to list the house for sale and safeguard your client including safeguarding the money.

When representing a client in a divorce where a community property home must be sold, here's a prioritized list of decisions and actions to ensure the property is properly listed and the client's interests—especially financial ones—are safeguarded.

Pre-Listing Considerations & Legal Safeguards

1. Clarify Ownership & Title Issues
 - Verify the property's title and confirm it's community property.
 - Check for liens, encumbrances, or outstanding mortgages.
2. Obtain a Court Order (if needed)

Ask anything


Search Docs Research

72

WolframAlpha Classic

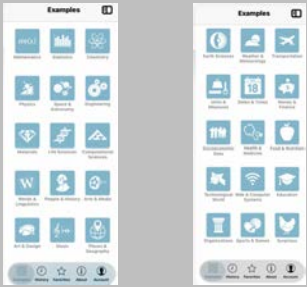
\$2.99

Apple, Mac, & Android




73

Features



74

WHY - Because it is Fun 😊





- Financial Data:** Present & Future Values, Mortgage Rates and Amortization Tables, Convert Dollars to Foreign Currency, Stock Analysis.
- Math Homework:** Chemistry, Math, Algebra, Geometry, Trigonometry, Calculus
- Nutrition & Health:** Compare nutritional information (e.g., "Whopper vs. Big Mac"), calculate BMI, or analyze nutritional content of meals.
- Data & Trivia:** Identify, "Movies with Keanu Reeves and Sandra Bullock," find, "Weather last New Year's," or solve, "Wether that can fit in a Boeing 747".
- Not to Mention But Everything about:** Stats, Space, Art&Media, History, People, Places, Demographics, Transportation, Sports and Games, etc.

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There's Something in the Water

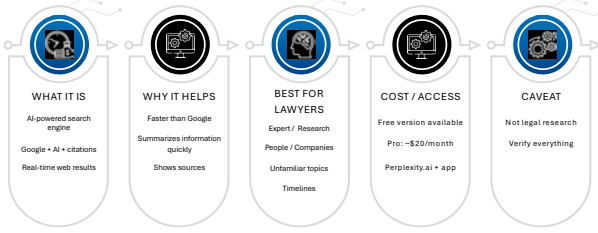
Erin had file boxes.

What if she had Perplexity?





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WHAT IS PERPLEXITY?




- WHAT IT IS**
AI-powered search engine
Google + AI + citations
Real-time web results
- WHY IT HELPS**
Faster than Google
Summarizes information quickly
Shows sources
- BEST FOR LAWYERS**
Expert / Research
People / Companies
Unfamiliar topics
Timelines
- COST / ACCESS**
Free version available
Pro: ~\$20/month
Perplexity.ai + app
- CAVEAT**
Not legal research
Verify everything




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WHAT ERIN COULD'VE FOUND FASTER

<p>WHAT ERIN HAD TO DO</p> <p>"What is chromium-6?" "Why are all these people sick?" "Who owns PG&E?" "Why are medical records weird?" "Does anyone else know this?" <i>18 file boxes later...</i></p> <p>*Manual associate investigation</p>	<p>WHAT ERIN GETS IN 30 SECONDS</p> <p><u>SUMMARY</u></p> <ul style="list-style-type: none"> Chromium-6 is a toxic chemical linked to groundwater contamination and serious health concerns. <p><u>SOURCES</u></p> <ul style="list-style-type: none"> EPA information medical studies public reporting company background <p><u>FOLLOW-UP QUESTIONS</u></p> <ul style="list-style-type: none"> known health risks? prior lawsuits? affected geographic area?
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DIG FIRST. VERIFY SECOND.


Erin still reads the records.
She just gets to the mud faster.



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Creating Skills

Capture repeatable instructions so the tool behaves consistently each time.

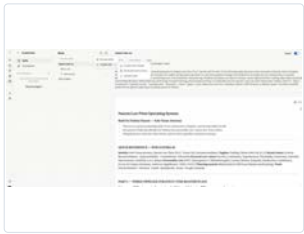


LEGAL TECHNOLOGY TOOLKIT

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Skill creation: turn a workflow into instructions

- 1 Name the skill**
Make the trigger easy to remember.
- 2 Write the standard**
Include role, inputs, output format, and guardrails.
- 3 Test and refine**
Ask detailed follow-up questions until the workflow is reliable.



Example: building a reusable skill for structured AI work.

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Skill usage: ask, refine, then trigger by name

Detailed questions Reusable instruction set /skill name

Consistency matters: skills reduce prompt drift across repeated legal-administrative tasks.

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TEXAS STATUTES APP
WORKFLOW

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C/T App Texas Bar Legal Statutes App: 62+ Codes in Your Pocket
<https://sbct.org/about/app-download>

- Published by the **Computer Technology Section**, State Bar of Texas
- Covers **62+ Texas codes**: Penal Code, CCP, CPRC, Rules of Civil Procedure, Rules of Evidence, Family Code + more
- Free download** — iOS, Android, and online; works offline on your device
- Full text of every statute — updated regularly with current law
- No subscription required** — one of the best free tools in your

Practice: Available at, and through the
 SBOT Computer Technology Section

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Search & Navigate: Two Keywords, One Tap

- **Keyword search:** up to 2 keywords → instant cross-code results
- **Browse by code:** drill from code → chapter → section
- **Internal hyperlinks:** tap any cross-reference → jumps to that section
- Example: search "possession" + "schedule" → every relevant custody section
- Example: search "support" + "income" → all child/spousal support income definitions
- **Works completely offline** — no Wi-Fi needed in the courtroom

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The Workflow: From Statute to AI in 30 Seconds

- **Step 1:** Open the SBOT Statutes App → search or browse to your code section
- **Step 2:** Tap and copy the full statute text
- **Step 3:** Open ChatGPT or Claude → paste the statute text
- **Step 4:** Add your prompt (see next slide for examples)
- **Step 5:** Review, refine, and use the output
- Total time: Under 60 seconds from statute to usable output

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