Sample Law Firm AI Use Guideance

From: law firm CEO
Sent: Wednesday, May 24, 2023 8:36 AM
To: _the law firm
Subject: Preliminary Guidelines for Generative AI use (ChatGPT, GPT-4, etc.)

Team—

The nascent but powerful Generative AI technology (ChatGPT, GPT-4, etc.) involving Large Language Model search/creation tools ("LLM Technology") has the potential to create significant efficiencies and work product assistance in our service to clients. While it is important that we evaluate and potentially use LLM Technology in our service to clients, we must ensure that our use of this technology meets our ethical and professional obligations. As we continue to learn more about the applications of this technology and how best to apply them, and while the technology continues to mature, we provide the following preliminary guidelines for use by all members of our firm:

1. Use of LLM Technology is allowed—provided that you follow the guidelines in this notice and all other applicable Cybersecurity and Technology Policies, in particular our Cybersecurity safety rules, in accessing any site. Cyber criminals develop strategies to create malware applications with respect to all new and popular technology advances. We need to be diligent and not allow LLM Technology use to impact the safety of our systems.

2. Results obtained from the use of LLM Technology may not replace or be used as a substitute for work product that meets our professional obligations to clients. Independent verification of all search/creation results is critical and required. Please employ all modern tools which existed before the introduction of LLM Technology to verify your work product. IMPORTANT: In using this technology, we must not shed our professional responsibilities in any way. We are each personally responsible for the quality of the work product we provide to clients.

3. Confidential client information, including Personally Identifiable Information (PII), Protected Health Information (PHI), and any other sensitive or protected information, as well as any [law firm] confidential or proprietary information, must **_never_** be "inputted" into search terms when using LLM Technology. Please use caution with all LLM Technology searches—LLM Technology may store, use and share information in a manner we cannot control. Sharing confidential client information, PII or PHI in the use of LLM technology is strictly prohibited.

4. Maintain accurate records of LLM Technology use, including tasks performed, date and user.

5. Please recognize that the data sets employed for LLM Technology searches may not be up to date. Accordingly, as stated above, independent verification may be needed to ensure the accuracy of search results. Further, please update any search results from LLM technology use if there is a lapse of time between the receipt of search results and their use in developing work product. As LLM Technology matures, real time updates of LLM Technology data sets should occur.

6. Be transparent with clients (or supervising attorneys/professionals) about the use of LLM Technology when appropriate (and always when asked). Also, please be certain that your client allows the use of LLM Technology in the performance of legal or other services.

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Please note these are preliminary and confidential guidelines. These guidelines may not be shared with or disseminated to anyone not contractually affiliated with or employed by the [law firm].

The preliminary guidelines will be posted on the Infonet under Frequently Used Pages. Formal guidelines will be developed as LLM Technology matures.