



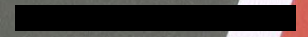
How to Use Technologies to Best Increase Efficiency and Gain Valuable Time Saving

By Richard Graham



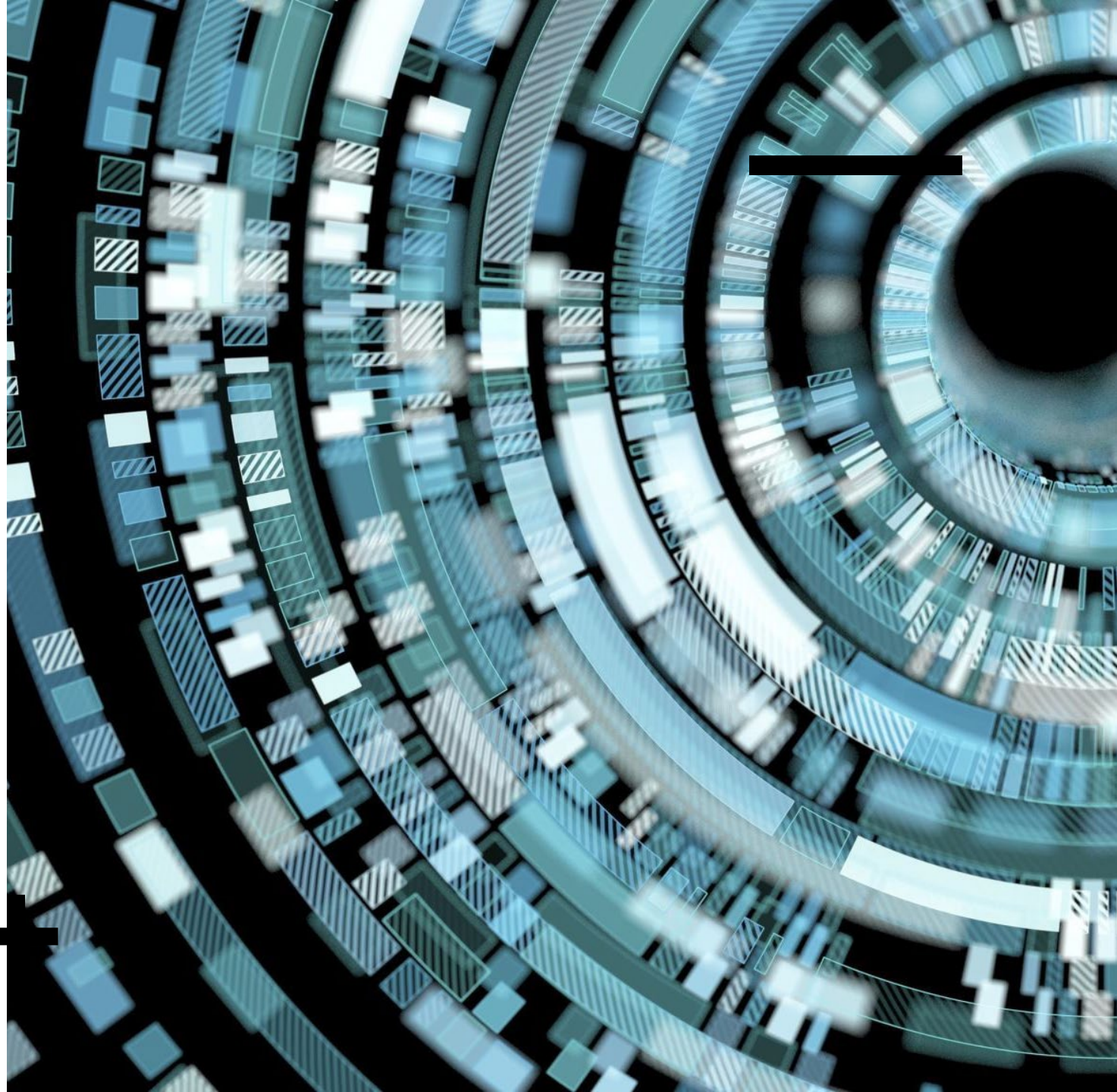
Outline

- Artificial Intelligence
- ChatGPT
- OpenAI Playground
- Dictation
- iPads / tablets
- Mindmaps
- Chronologies made easy



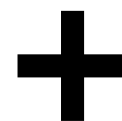
ChatGPT | Open AI

- The most advanced AI language model available today is ChatGPT
- What is ChatGPT?
- ChatGPT is an AI language model developed by OpenAI that can understand and generate human-like language
- Has been trained on vast amounts of text data and can generate responses to a wide range of prompts



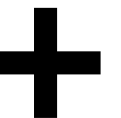
How can ChatGPT be used in legal practice?

- Summaries / chronologies / tasks
- Witness statements
- Acting as the Judge, Plaintiff's Lawyer etc (writing speeches)
- Redrafting
- Ideas!



Benefits of ChatGPT

- Saving time and effort for lawyers
- Improving the quality and accuracy of legal work
- Enabling lawyers to handle more complex and nuanced legal issues



Ethical and privacy issues re ChatGPT



Raises some ethical and privacy concerns, such as:

Bias in the training data and outputs
Confidentiality and security of client information



Concerns can be addressed through careful selection and use of AI tools, as well as compliance with ethical and legal standards

Prompt engineering with ChatGPT

- Prompt Engineering involves designing effective prompts to generate accurate and useful responses from AI language models
- Prompt engineering is key to ensuring the usefulness and reliability of AI tools like ChatGPT in legal practice




Chat GPT:





What is OpenAI Open Playground?

-
- OpenAI Open Playground as a web-based tool that allows users to interact with OpenAI's machine learning models in a user-friendly environment
 - The benefits of using OpenAI Open Playground include the ability to transcribe audio files quickly and accurately
- 

Using OpenAI Open Playground for Audio Transcription

- Demonstrate how to use OpenAI Open Playground for audio transcription, including:
 - Uploading an audio file
 - Selecting the appropriate transcription model
 - Editing and reviewing the transcription
- Tips for optimizing transcription accuracy, such as ensuring high-quality audio recordings and selecting the appropriate model for the specific type of audio



Open AI Playground:



Dictation: Intro

Seminar applies to both manual and automatic dictation transcription

Pros of manual transcription: better accuracy and team camaraderie; Cons: higher cost and less flexibility

Dictation still works for litigators and commercial drafters.



WHY HAS DICTATION FALLEN AWAY? (BTW, IT'S NOT A GOOD REASON TO NOT TAKE IT UP!)

- The shift away from secretaries in law firms began in the late 1990s.
- Before 2000, every lawyer had their own secretary, who primarily focused on document production.
- The microeconomic theory and organizational behavior of law firms revolved around lawyers having secretaries.



WHY HAS DICTATION FALLEN AWAY? (BTW, IT'S NOT A GOOD REASON TO NOT TAKE IT UP!)

- The average young lawyer today does not fully appreciate the role that secretaries played in the past.
- Lawyers spent much of their time dictating documents into their dictaphones, which were then transcribed by secretaries.
- The costs of secretaries and overheads easily took up one third of the costs of production for law firms.



Decline of touch typing



Touch typing was taught in high schools as a necessary skill for secretarial work.



The shift towards personal computing and typed assignments in universities led to the disappearance of touch typing courses in high schools.



People began to learn how to type at a younger age and in an informal way through "hunt and peck" typing.

Decline of touch typing



The decline in touch typing skills among secretaries and junior lawyers led to a decrease in the speed and quantity of document production.



Junior lawyers who spent most of their time typing were less verbally capable and less able to think on their feet.



The shift towards "hunt and peck" typing had both short-term benefits and long-term downsides.



Typing and editing as you go can limit the ability to see the big picture and patterns, while dictating can allow for a more forward-thinking approach.



Voice recognition software has improved significantly since 2013-2014, becoming more intuitive and requiring less training.



The popularity of personal voice assistants like Google Assist and Siri has made dictation more commonplace.

Advantages of dictation



Advantages of dictation



Dictating offers advantages in speed, options, and accuracy.



The advantage of speed is often underestimated at first but can be improved with practice.



Dictation can also improve flexibility and options, allowing for more efficient work.

Advantages of dictation



Accuracy can be improved through the use of voice recognition software, as it can transcribe speech with high precision.



Dictation can also improve the overall quality of work by allowing lawyers to focus more on the content and structure of their work.



Dictation can be a valuable tool for lawyers who want to increase their productivity and efficiency.



How to dictate

- Consider software options, including Dragon NaturallySpeaking, Google Docs, and online services like Rev
- Measure software options against human transcriptionists
- Hardware options include headset, handset, dictaphone, and tailor-made software on smartphones

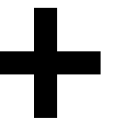
How to dictate

- Consider employing a human transcriptionist for the first few months if unsure of software mechanics
- Have a mindset that dictation is better and practice enthusiastically
- Plan what you're going to say before speaking, using tools like mind maps



How to dictate

- Dive straight into dictation as a primary writing process, rather than gradually shifting
- Use a third party to transcribe if possible, with a standard instruction process and sheet
- Deliberately avoid saying "umm" and "aah" to avoid disrupting software or distracting a human transcriptionist.



Best way to start dictating

- Have a positive mindset and believe in the benefits of dictation.
- Practice regularly and with a method.
- Plan what you're going to say before you start dictating, using tools like mind maps.



Best way to start dictating

Do

Don't gradually shift to dictation, but adopt it as your primary writing process.

Consider

Consider using a third-party transcriptionist, with clear instructions for the process.

Be

Be aware of filler words like "umm" and "aah" and try to eliminate them to avoid disrupting speech recognition software or annoying human transcriptionists.

The
physical
space



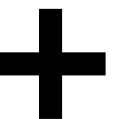
The physical space

- Dictation offers the advantage of physical freedom, allowing lawyers to stand up, walk around, and be more active.
- There may be a concern of people listening in and overhearing poor-quality work, but they eventually become bored and tune out.
- Open plan offices can be a roadblock to dictation, but it is important to push through and accept being overheard.



The physical space *for* dictating

- Proper dictation requires speaking and projecting your voice; speaking quietly will not work.
- The risk of "tech neck" is also reduced by not sitting at a computer all day.
- Dictation can be done in any physical location that allows for speaking aloud, as long as there is minimal background noise.



iPad & Pencil

- Handwritten notes
- Marking-up (PDF express) & signing
- Splashtop (into other computer)
- Mindmaps
- Replacement for the court trolley

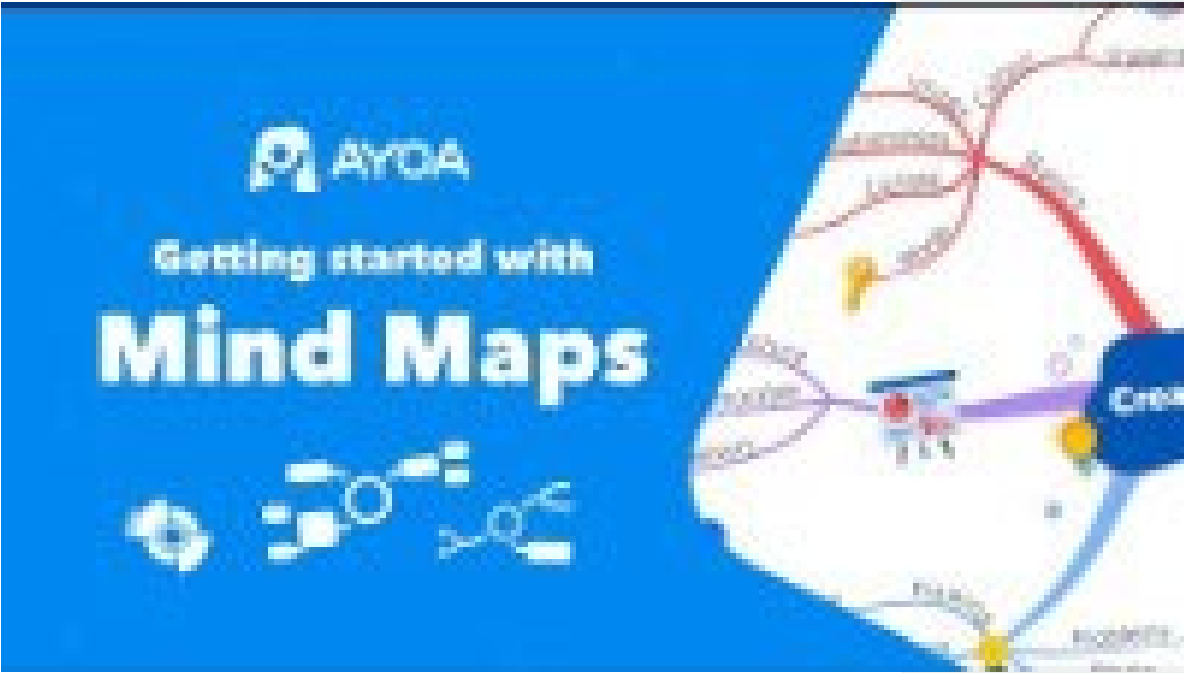


Mindmaps

- Tony Buzan method
- Visual
- Creativity



AYOA:



Chronologies made easy



MS Word sort function PLUS dictation

Under-used (chronic)

Different colours to see whether agreed,
or **plaintiff** saying something different to
defendant



Chronologies:





+

Questions /
comments