



## QUERY DOCUMENTS FOR KEY POINTS

### BENEFIT

AI can quickly and efficiently analyze large volumes of written text in different document formats to identify information about topics. A user can upload a variety of sources, from pdf to Word to text files and query those documents. Generative AI is effective at reviewing, responding to, and producing narrative text, or unstructured data. Therefore, a user can engage in a back and forth, iterative chat with the tool to refine, narrow, expand, or clarify queries of the target documents.

### EXAMPLES

- Query a deposition transcript to identify every time the witness discussed a specific incident.
- Identify inconsistencies, as well as any grey areas.
- Query multiple documents to identify all sources of evidence addressing a key topic.
- Query a memo to identify the top three points.

### BEST PRACTICES IN LEGAL

- Ensure client consent to use of AI and be familiar with jurisdictional guidance, including court rules on the use of AI.
- Double check the sources to verify accuracy and avoid hallucination.
- Use an iterative process, asking multiple questions to refine the information.
- Be careful about asking or relying on the AI tool to draw conclusions or make legal findings.
- Always review any AI-generated work product.

**USE GENAI TO QUERY LARGE VOLUMES OF DOCUMENTS TO LOCATE CRITICAL INFORMATION AND IDENTIFY KEY POINTS.**

### FAQS

**Q. How much detail do I need to provide in the prompt?**

**A.** Many AI tools are effective at iterative, back and forth responses to questions. Your first inquiry may be brief, or vague. The responses may prompt you to be increasingly specific as you learn what information is available. However, you can also start with a specific query, such as “Identify each time the witness referenced being offended by their supervisor.”

**Q: Will the responses capture accurate quotes from the source documents?**

**A.** Most AI tools continue to hallucinate in their effort to provide the “best” response to your inquiry. While companies are getting better at building in processes to limit hallucination, it is always a good idea to verify the accuracy of quotes.