

GUIDE

Thinking About Using Legal AI?

Here's What Government Agencies Need to Consider

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- Finding the Right AI Tools
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Introduction

Once in a generation, a new technology comes on the scene that radically transforms how government work happens.

The industrial revolution radically changed how we built and manufactured items. Before telephones, we were mailing letters or physically traveling just to communicate. Before personal computers, we were tapping away at typewriters. Before the internet and vast troves of digitized data, we had to get our information from dusty books in the library.

Today we stand at the precipice of another similar turning point. In the future, we will talk about how we did our work before and after generative Artificial Intelligence.

It's an understatement to call this time exciting. But it can also be bewildering. With new AI offerings popping up every week, how can government professionals decide which ones are worth their time?

That's why we have created this guide. It contains the context you need to evaluate new AI tools, pinpoint which ones actually meet your needs, ensure you safeguard government data, and leverage the technology to the greatest effect.

The future of legal is not yet defined, but we are working hard with you to build tools that make you better, faster and more efficient in your work. With creativity, care, and determination, together we can seize new opportunities that will make government work better for you, your agency, and every member of the public you serve.

-Alex McLaughlin, Vice President of Product at Filevine



What Can AI Do for Government Agencies?

The term Artificial Intelligence covers a number of capabilities. This paper focuses on AI that makes use of large language models and deep learning algorithms to make sense of information that's written in natural language.

What that means for government workers is that tasks that used to require hours of tedious work can now be performed in seconds.

Here are some of the kinds of work that this AI can accomplish for public sector professionals:

DRAFT	AI can generate answers to prompts given in natural language. This allows it to create the first draft of basic government documents. It can also provide clear summaries of long and complex documents.
EXTRACT	Government agencies store a vast trove of information in their files. Some of it is in clear structured fields, while much of it is simply contained in documents or notes. AI can map data from all these areas, allowing it to pull out information that previously would have remained hidden.
ANALYZE	Previously, government files were static storage places. With AI, they transform into meaningful insights that you can use to your benefit. Government teams can use this in countless ways. You can search for inconsistencies in records, identify patterns or missing data, hunt down red flags, or conduct sentiment analysis in communication to gauge how emotions are changing. AI analysis can also go beyond the written word, as new tools allow you to analyze audio and video files in real time.
PREDICT	AI can look at the details of past outcomes and use that to determine future possibilities. Prosecutors and public defenders can analyze the chance of success with certain cases and legal strategies.
VALIDATE	In government matters, one missed step can provide a serious headache later on. AI tools can give you some peace of mind by validating when your work is ready to move forward. Based on the criteria set by administrators, the tools can point out missing documents or incomplete fields, helping you stay on top of even the most complex work.



Finding the Right AI Tools

If used correctly, AI-enhanced software can improve the productivity of your team, reduce risks, and help your team operate at its peak even with tighter budgets. Research shows that early models of generative AI boost productivity by 66%, and even better results are predicted as the technology advances.

But to get those benefits you need the right AI software. Badly-designed tools can waste money, slow down your team, and open your organization to new risks.

Follow this checklist to help your organization reap the rewards and avoid the pitfalls of new AI tools.

Checklist for Legal AI

1. SECURITY AND COMPLIANCE

Research how the company treats the data you provide. Some companies will extract all of your information and use it to train their publicly-available tools. This introduces security risks, as the company could be hacked or bad actors could trick the tools into spitting out unprocessed training data.

Make sure the company uses your data only to fulfill your specific needs, and not for other users. Also ensure it holds onto your data only for the time it takes to complete an individual task, and no longer.

- ☐ No training on government data.
- ☐ Zero-day data retention policy.

Temperature setting refers to the amount of randomness allowed in the model. High temperatures might be creative and diverse, but are susceptible to inaccuracies. In a government setting, AI tools should be set to very low temperatures, prioritizing accuracy over creativity.



Finding the Right AI Tools

The risk of misinformation also increases in open-system models that search all over the internet for answers to prompts. Make sure you're using closed models, which are only trained on the appropriate documents.

- ☐ Low temperature setting.
- ☐ Closed model for answers to prompts.

AI tools should have systems in place to ensure they do not offer legal advice, perform the work of licensed professionals, or undertake harmful or unethical activities.

Additionally, they should allow for experts to easily review and fact-check the work done by AI. Many generic-use AI tools can't provide a pinpointed reference for the conclusions they reach. For responsible government use, AI tools should be able to direct you to the primary source it used for its conclusions, so expert review is easier.

- ☐ Safeguards against misuse.
- ☐ Easy for experts to review.

2. RELIABILITY

Legal professionals have to deal with vast amounts of large, diverse, complex documents. You simply cannot trust AI that hasn't been built to operate at this scale.

How can you ensure it's powerful enough to trust? Dig into how the tool has been tested. A demo might show one beautiful use case — but then software falls apart if it's ever asked to do something different.

- ☐ Tested at scale for consistent, accurate results.
- ☐ Tested with many types of documents and data.

Look for AI that supports large context windows. That means it can handle large documents. Only use tools that can break down each job into stages, optimizing processing and ensuring that large datasets are analyzed and recombined as needed for final outputs.



Finding the Right AI Tools

While the software is hard at work, make sure you won't be slowed down or interrupted. If the LLM operates in bulk, all asynchronous AI tasks should be routed through a queue. This structure helps avoid bottlenecks, as jobs can be handled sequentially or in parallel, depending on capacity.

☐ **Supports large context windows.**

☐ **Operates in bulk.**

Even the most advanced LLMs can run into problems and disruptions. Fallback mechanisms ensure that when something goes wrong, the AI service doesn't just give up. Instead, the system tries alternative techniques for reading and extracting text, ensuring a higher chance of successfully completing the job without need for intervention and minimizing disruption as much as possible.

☐ **Includes fallback mechanisms.**

3. EASE OF INTEGRATION

How easily do the tools you're looking at integrate with your existing software? You don't want to have to upload all your information twice just for the AI to work. Secure and seamless integration allows for the greatest benefits.

☐ **Integrates with existing tools and software.**

When you input answers on a form or database, that creates structured data. The astonishing new development of LLMs is that they can extract information from unstructured data — the kind floating about randomly in notes, transcripts, and documents.

When you ask AI to complete a task, you want it to be able to draw from the full context of an issue. You also want the tool to continue to learn as you feed it new information.

All-in-one information management tools can provide greater efficiency, accuracy, and insights. Because the system is built to cover your needs end-to-end, you can work through every step of your work without worrying whether one feature can effectively communicate with another.

☐ **Supports both structured and unstructured data.**

☐ **Leverages existing documents and data for continuity.**



4. USER EXPERIENCE

AI is an extremely complicated technology — but using it should be simple. Don't get stuck with a tool that requires advanced technological skill to use. While advanced users will likely be able to open up new possibilities, ensure there are also benefits to novice users.

Also, consider which roles on your team will be able to use the tool. It's likely to be a better return on investment to choose software that is robust enough to be useful to the whole office, rather than one focused on the needs of only one or two roles.

- ☐ Intuitive interface for varying levels of tech expertise.
- ☐ Use cases for novice and advanced users.
- ☐ Use cases for different roles.

5. CUSTOMIZATION AND ADAPTABILITY

Every government office operates differently. You can't always trust that out-of-the-box software will fit your needs. Make sure you can adjust the tools to suit your workflow, and that it has the flexibility to change as your work changes. If your organization grows or incorporates new objectives, your software should be able to continue supporting you.

Also ensure that the company behind your product is continuing to invest in advancing it. You don't want to sink your time and resources into software that isn't going to grow and adapt. Look at the company's record of new feature releases and ask about the size of the team actively working on the product to see how it compares to competitors.

- ☐ Flexible workflows tailored to specific firm needs.
- ☐ Actively adapting to the rapidly evolving legal tech landscape.

6. PRICING AND SCALABILITY

As you look at the cost of different AI tools, consider how the cost will change as you rely on the tools more or less. Look for tools that can be tailored to your team's needs, and remain affordable if you scale up your use of them.

- ☐ Flexible pricing models that remain affordable as you scale.



7. TRAINING, SUPPORT, AND ADOPTION

With some AI tools, you're on your own — there's no one to call if you have concerns or questions. Others claim to have support available, but lack the resources to actually respond to customers in a timely manner.

Look for AI vendors that provide full support for your organization during adoption and afterward.

- ☐ Vendor offers ongoing support.
- ☐ Ample self-help resources available.



Roadmap for AI Adoption

Adopting AI into every aspect of your work all at once is likely to be overwhelming. The greatest success comes from a phased approach. Though the specific steps and timelines depend on the size and complexity of your organization and your goals, this roadmap outlines the key steps for responsible adoption:

Short-term (Today)

- Get hands-on experience: If you haven't done it already, begin by familiarizing yourself with readily available AI tools. Experiment with free AI models like ChatGPT, Claude, and Gemini just to begin to understand AI's capabilities and limitations.
- Research government-specific options: Start learning more about AI software options specifically designed for government workflows, such as FilevineAI. If your organization has an IT department or technology representative, reach out to them for help.
- Share your curiosity: Initiate internal discussions and training sessions to educate colleagues about the potential of AI in the public sector. Address concerns and build a shared understanding of the technology.

Medium-term (Coming Weeks)

- Identify your pain points: Write down the time-consuming and repetitive tasks in your team's current workflows. Prioritize AI implementation for areas where it can deliver the greatest impact, such as document review or contract analysis.
- Implement pilot projects: Experiment using AI tools for specific drafting or data extraction tasks. Evaluate and iterate over time to refine the workflow and address challenges as they arise.



Long-term

- **Integrate AI into other tasks:** Position AI as a strategic cornerstone for enhancing efficiency and reducing costs across the agency.
- **Stay curious:** Stay informed of the latest AI advancements and best practices in technology, and regularly review and refine AI-powered workflows based on feedback and evolving needs.

By following this roadmap, government professionals can responsibly and effectively adopt AI technology, unlocking its transformative potential while mitigating risks and ensuring ethical and responsible use.



Ready for the Future?

Well-designed AI technology is opening doors to work smarter, make constituents happier, and get more done. By using AI wisely, government agencies can confidently tackle the challenges of today's world and reach new heights of success.

Ready to explore the possibilities? Check out Filevine: the AI solution that checks all the boxes.

Filevine provides an end-to-end, AI-powered solution designed specifically for government workflows. Your team can use Filevine to:

Respond Better, Faster

- Draft a concise summary of relevant information for new projects or requests.
- Help you proactively communicate with the public you serve.
- Conduct sentiment analysis of your team's communication with the public to flag possible frustration with the process.

Move Public Work Forward

- Extract key details from records.
- Draft accurate documents.
- Populate forms with information taken from documents — even if they're in other languages.
- Summarize contracts and other complex records.
- Transcribe interviews and depositions in real-time, and get insightful analysis about progress toward stated goals.
- Uncover hidden insights in the documents to make your research more powerful.



Cover Your Bases

- Flag missing data before matters move forward.
- Uncover inconsistencies or errors in your files.
- Get 24/7 help from an AI assistant trained to solve problems and answer questions, along with live expert support.

Confidently Navigate Any Deposition

- Stay focused on your deposition goals with real-time transcription and analysis.
- Track progress using Custom Goal Tracking — know instantly if goals are met.
- Flag missed questions, inconsistencies, and confusion as the deposition unfolds.
- Search time-stamped transcripts marked with speaker icons for faster review.
- Access complete, AI-analyzed transcripts immediately after the session.
- Cut time and resources spent on post-depo prep — be court-ready, faster.

To learn more about how FilevineAI can help your agency streamline operations, improve accuracy, and better serve the public, [schedule a personalized demo today.](#)





Visit us at filevine.com

Government AI Checklist

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- ☐ Closed model for answers to prompts.
- ☐ Safeguards against misuse.
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2. RELIABILITY

- ☐ Tested at scale for consistent, accurate results.
- ☐ Tested with many types of documents and data.
- ☐ Supports large context windows.
- ☐ Operates in bulk.
- ☐ Includes fallback mechanisms.

3. EASE OF INTEGRATION

- ☐ Integrates with existing tools and software.
- ☐ Supports both structured and unstructured data.
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4. USER EXPERIENCE

- ☐ Intuitive interface for varying levels of tech expertise.
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