The CoCounsel User's Guide

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Overview of CoCounsel

What is CoCounsel?

CoCounsel, the world's first AI legal assistant, leverages advanced machine learning technology to complete sophisticated legal tasks. With CoCounsel, you can delegate substantive tasks to A.I., including conducting legal research, analyzing and summarizing large databases of documents, and more.

- **Talk to CoCounsel like a human**: The AI model underlying CoCounsel has advanced language generation and reading comprehension capabilities, enabling you to talk to CoCounsel like a human. Like a human, you can instruct CoCounsel to perform a wide range of legal tasks, including instructions to customize CoCounsel's output to your needs and preferences.

- **Use CoCounsel to get your work done more efficiently:** Because CoCounsel has advanced abilities to process and synthesize information, you can use it to perform higher-quality legal work in a much shorter time frame. You can use CoCounsel to perform a wide variety of common tasks for both litigation and transactional work.

Please note: CoCounsel is intended to help attorneys complete tasks more efficiently, but it cannot be used to replace an attorney's judgment. It is still up to attorneys to decide what to do with the information provided by CoCounsel.

What types of problems can CoCounsel Solve?

You can delegate a wide range of substantive tasks to CoCounsel. The following chart summarizes common types of problems that CoCounsel can

solve and the specific CoCounsel application (or "skill") that may be most helpful for that problem:

Problem	Solution
You have a ton of documents, and you need to find a document that addresses a particular topic or answers a particular question. In other words, you're looking for a needle in a haystack.	CoCounsel's "Search a database" Skill
You want to do a thorough, word-by-word review of a set of documents to answer a set of questions.	CoCounsel's "Review documents" Skill
You want to do a thorough, word-by-word review of a set of contracts to answer a set of questions.	CoCounsel's "Extract Contract Data" Skill
You want to receive a memo answering a legal research question.	CoCounsel's "Legal Research Memo" Skill
You need help figuring out the types of questions to ask in a deposition.	CoCounsel's "Prepare for a Deposition" Skill
You want to review a set of contracts to determine whether those contracts comply with a specific set of policies or guidelines.	CoCounsel's "Contract Policy Compliance" Skill
You have a long, complicated document, or a set of long, complicated documents, and want a summary of the relevant information.	CoCounsel's "Summarize" Skill

Please note that the problems summarized above are illustrative, not exhaustive; there is a lot you can do with your own AI legal assistant. For recommendations on how you can use CoCounsel to perform tasks that are not covered by specific applications or skills, please see the article at the end

of this guide entitled, "Can I perform tasks that are not covered by CoCounsel's skills?"

How can CoCounsel help litigation attorneys?

Litigators use CoCounsel to expedite document review, legal research, and a number of other routine tasks. The following CoCounsel skills may be especially helpful for litigators:

- **Legal Research Memo:** Enter a legal research question, and CoCounsel will prepare a memo answering your question. This skill uses A.I. to find and review relevant legal authorities. CoCounsel will turn your question into multiple searches that it runs simultaneously through the primary law, looking for cases, statutes, regulations and rules that are relevant to your issue. CoCounsel will then summarize its findings in a memo. This memo includes an "Answer" section, where CoCounsel will directly answer your question. The memo also includes a short summary of each authority that CoCounsel has identified as relevant to your question, along with pertinent quotes from each authority and hyperlinks to the full text of each authority.

- **Review Documents:** You can use this skill to ask CoCounsel questions about a set of documents. CoCounsel will perform a full-text analysis of each document to answer your questions, with citations to the specific pages where it found its answers. This skill is ideal if you want to do a close review of a set of documents; for example, if you want CoCounsel to quickly identify critical testimony in a set of witness transcripts.

- **Search a Database:** This skill can quickly search through a large volume of documents in your firm's database to find answers to your questions. Just type in a question, and CoCounsel will search your database to find the answer. It will prepare a report that directly answers your question and identifies the relevant documents. This skill is ideal if you are searching for the "needle in a haystack" in a large volume of documents.

- **Summarize:** You can use this skill to summarize any voluminous or complicated document. You can upload up to 10 files at a time for CoCounsel to summarize. This skill leverages machine learning technology to streamline dense language, including legalese, into a succinct summary. For long documents, CoCounsel will prepare a report that provides summaries for specific page ranges, with links to the specific pages included in each summary.

- **Prepare for a deposition**: You can use this skill to help you get started on a deposition outline. Just enter a sentence or two describing an upcoming deposition, and CoCounsel will generate a detailed list of topics and questions for you.

How can CoCounsel help transactional attorneys?

Attorneys use CoCounsel to review, analyze, and edit a wide range of transactional documents. The following skills may be especially helpful for transactional attorneys:

- **Extract Contract Data:** You can use this skill to ask CoCounsel questions about a set of contracts. CoCounsel will identify and extract the relevant clauses from each contract that address your questions. It will then prepare a table containing answers to your questions about each uploaded contract. The AI will show you where it found the answer to each of your questions by identifying the specific language in each contract that is responsive to your questions

- **Review Documents:** You can use this skill to ask CoCounsel questions about a set of documents. CoCounsel will perform a full-text analysis of each document to answer your questions, with citations to the specific pages where it found its answers. Please note that if you want CoCounsel to review contracts, "Extract Contract Data" is the better choice because that skill has been specifically trained on contracts. The

"Review Documents" skill can be used to analyze a wide range of documents, but it was not specifically developed for contract analysis.

- **Contract Policy Compliance:** This skill can be used to determine whether a contract complies with a specific policy or set of policies. CoCounsel will analyze a set of contracts for compliance with the policies that you describe and will then summarize its findings in a memo. CoCounsel's memo will identify and explain any discrepancies between the policies you entered and any contractual clauses. In addition, CoCounsel will explain any risks presented by any contractual clauses and propose edits to those clauses to ensure compliance with the policies at issue.

- **Search a Database:** This skill can search through a large volume of documents in your firm's database to find answers to your questions. CoCounsel will then prepare a memo that summarizes the answer to your question and identifies the documents that answer your question. The memo will include excerpts from each document that CoCounsel identifies as relevant, with hyperlinks to each document.

How does CoCounsel Work?

CoCounsel provides substantive legal assistance with responses you can quickly review. CoCounsel does not respond "from memory" with years-old training data. Instead, each CoCounsel skill uses current sources of information to provide unique responses to real-time requests with familiar exporting formats.

Why is this important? Knowing how each CoCounsel skill works is the first step to working effectively with CoCounsel. For example, you will expect legal analysis from Casetext's legal database when you use the Legal Research Memo skill, but you will expect specific answers to questions about your documents from the Review Documents skill. You will also know to create an AllSearch database before trying to use a skill that uses AllSearch as its source of information. But the benefits are endless.

Sources of Information

This chart indicates the sources of information for each CoCounsel skill, including:

- **Casetext's legal database** of case law, statutes, regulations, codes, rules, and more for 50 state and federal jurisdictions;
- **Uploaded documents** from your device or from a dropdown menu of previously uploaded files;
- **AllSearch database** of your large datasets;
- **Passage of text** copied and pasted from anywhere; or
- **Description** of your legal situation.

Skill	Casetext's legal database	Uploaded document	AllSearch database	Passage of text	Description
Legal Research Memo	✅				
Summarize		✅	✅	✅	
Review Documents		✅	✅	✅	
Contract Policy Compliance		✅	✅		
Extract Contract Data		✅	✅		
Search a Database			✅		
Market Check			✅		
Prepare for a Deposition					✅

Requests

This chart indicates the requests CoCounsel receives for each skill, including:

- **Research queries** for answers across a large database;
- **Specific questions** for specific answers; or
- **Filters, selections, or samples** to focus CoCounsel's responses.* The Summarize skill does not need additional request after a source of information is identified because the skill works the same way each time.

Skill	Research queries	Specific questions	Filters, selections, or samples
Legal Research Memo	✅		
Search a Database	✅		
Market Check	✅		✅
Review Documents		✅	
Contract Policy Compliance		✅	✅
Extract Contract Data		✅	
Prepare for a Deposition			✅
Summarize*			

Responses

This chart indicates CoCounsel's responses for each skill, including:

- **Memos** with answers and analysis followed by a list of the relevant sources of information with clickable citations;
- **Specific answers** in a grid with visible short answers; mouseover for explanations and page citations, or click to open the source for closer review; or
- **Other responses** with specific relevance for that skill.

Skill	Memos	Specific answers	Other responses
Legal Research Memo	✅		
Search a Database	✅		
Market Check	✅		
Review Documents		✅	
Extract Contract Data		✅	
Contract Policy Compliance			Granular review of relevant clauses
Prepare for a Deposition			List of relevant topics and questions
Summarize			Bulleted summary

Exporting

This chart indicates how results from each skill can be exported, including:

- **Download Word Documents**;
- **Copy** the response to paste somewhere else;
- **Download Excel Spreadsheets**; or
- **Download Redlined Docs** to download a Word Document with tracked changes representing the suggested redline edits (available when a contract is uploaded to Contract Policy Compliance as a Word Document).

Skill	Download Word	Copy	Download Excel	Download Redlined Docs
Legal Research Memo	✅	✅		
Search a Database	✅	✅		
Market Check	✅	✅		
Prepare for a Deposition	✅	✅		
Summarize	✅	✅		
Review Documents	✅ *	✅	✅	
Contract Policy Compliance	✅	✅	✅	✅
Extract Contract Data			✅	

*There are two download options, "With Explanations and Sources" or "Short Answers Only."

casetext

How Do I Search and Navigate the CoCounsel Platform?

Access CoCounsel

Sign into your Casetext account and click on the "CoCounsel" tab that appears on the left side of the homepage:
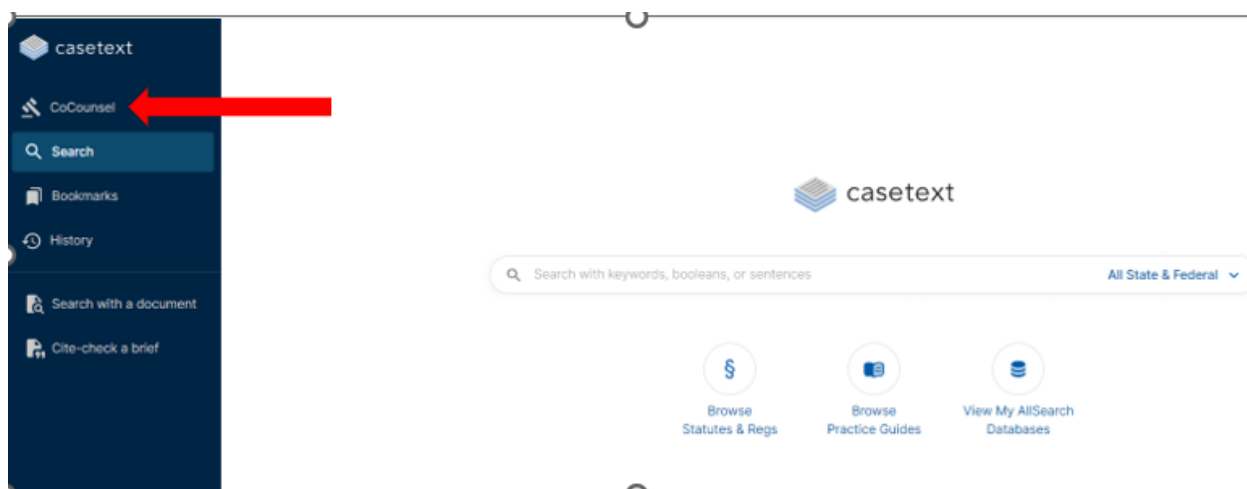
Chat with the AI

You will then be taken to CoCounsel, where you can immediately begin chatting with the AI. You can type in any task into the chat bar, as shown below:

Hello, Deborah! I'm CoCounsel, your AI-powered legal assistant. I can help with a range of tasks.

I represent the plaintiff in an employment discrimination case. I have about 20 cases from the plaintiff's employee file, and need to find key information that I can use in this case. How do I get started?

🔍 Perform legal research   📄 Contract policy analysis   🔍 Search a database   More skills ›

If there is a specific application or "skill" that pertains to your query, CoCounsel will recommend that skill in the chat window:

It sounds like you need to review a number of documents in order to extract key information for your case. I suggest using my Review Documents skill to help you with this task.

▣ Review documents

Is this helpful? 👍 👎

Access the Skills Menu

You can launch a skill by clicking on the button pertaining to that Skill. CoCounsel will display the skills you used most recently in the chat bar. You can see a full list of skills by clicking on the link for "More Skills," as shown below:
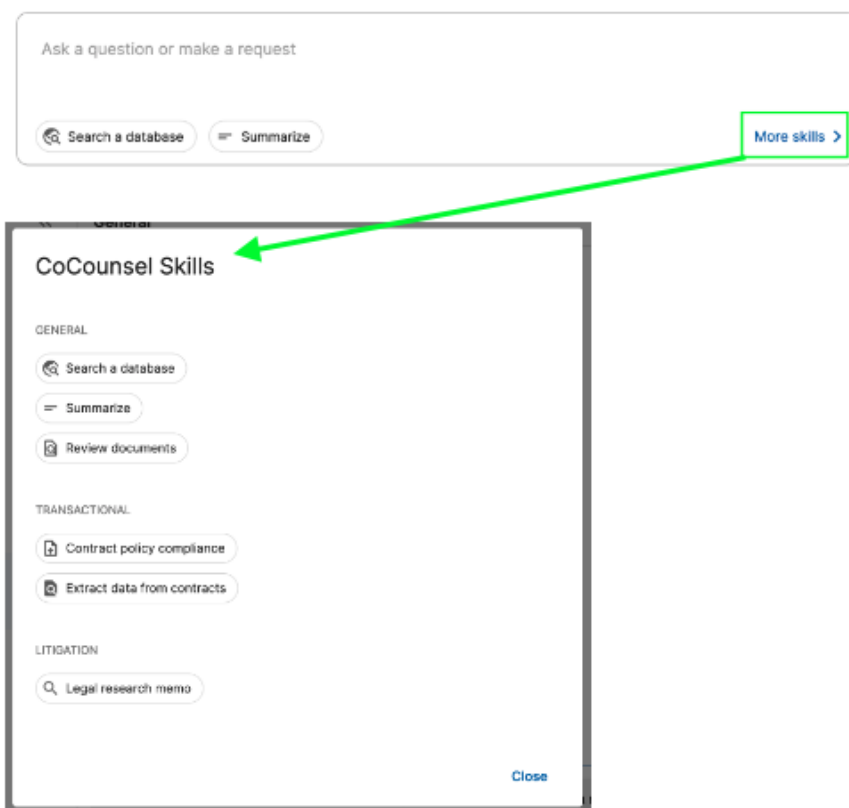
Launch a skill

From the skills menu, click on the button displaying the name of the skill that you want to use. You will then see a dialog box, containing instructions for launching that skill. You will need to upload a document, select a database, or enter text for the AI to analyze. Then, press the blue button at the bottom of the dialog box to launch the skill.

The example below shows the dialog box for the "Legal Research Memo" skill. For that skill, you need to enter a sentence or two describing your research issue, and then click the blue "Perform search query" button at the bottom of the window:

Q Legal research memo • 4-5 minute runtime   ✕

Explain your legal research memo request in complete, normal sentences like you would to a colleague. Include all relevant information like jurisidiction, background facts ...etc.

In California, can a terminated employee recover front pay damages for being fired in retaliation for reporting a securities law violation to the SEC?

Perform search query

Progress Bar

After you launch a skill, you can track CoCounsel's progress on your query with the progress bar, which appears in the chat window. You can watch CoCounsel's progress and see how close it is to getting your answer, shown in percentage increments. Depending on the skill, the progress bar will also show the estimated wait time to expect results.

Reading the document(s) to provide a summary for you...

◯ **Working on Summarize…**
_____ 1%
This usually takes about 1 minute.

Streaming Results

In addition to the progress bar, you can also see results "stream" in real time. This feature allows you to see CoCounsel's results as they come in, instead of having to wait for the entire report to populate at once. Below is an example

for the "Summarize" skill, where CoCounsel's streamed results are produced on the spot in the green box:

Twitter, Inc. v. Musk.pdf

Pages 1-3 >

- The document is a decision from the Court of Chancery of Delaware, addressing a discovery motion in a case between Twitter, Inc. and Elon Musk.
- Twitter is seeking to compel production of all of Musk

○ Working on Summarize...

11%

This usually takes about 1 minute.

Reuse Documents & Queries

You can reuse and build upon information from your previous CoCounsel queries. As explained below, you can use the same document across multiple skills, instead of having to upload documents on a skill-by-skill basis.

To use a document you had previously uploaded to CoCounsel: Launch the skill you would like to run and select the "Matter" folder where those documents are found, as shown in the screenshot provided below. Please note that this functionality only applies to skills that enable you to upload documents, which includes the following skills: "Review Documents," "Extract Contract Data," "Summarize," or "Contract Policy Compliance."
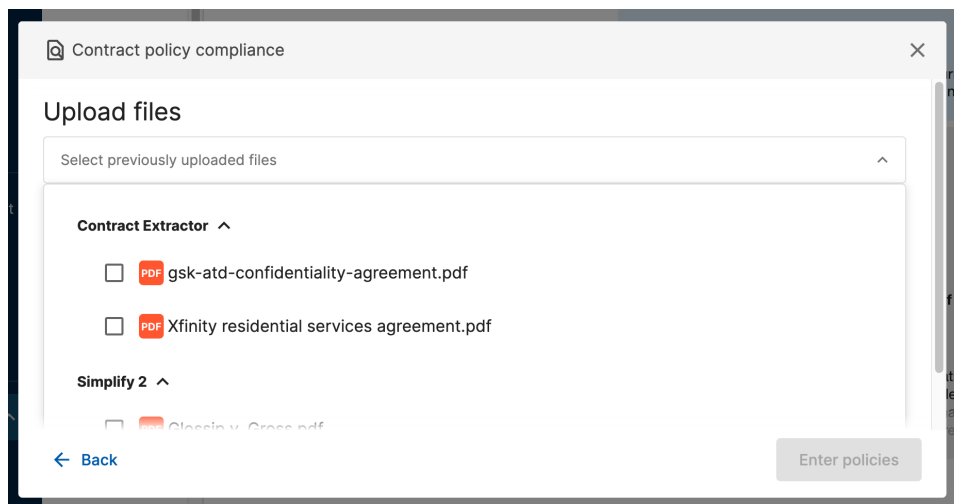
In addition to reusing documents that you have previously uploaded, you can also ask CoCounsel to rerun previous queries.

To rerun a previous query: Click on the dropdown menu that appears in a dialog box when you launch a skill. This dialog box will list the queries you have previously run for that skill, organized by the time of entry. From that dropdown menu, click on the light-blue "Select" button that appears next to the query that you would like to rerun. Please note that you can only rerun a query that you had previously run for that particular skill; one query cannot be used across multiple skills.
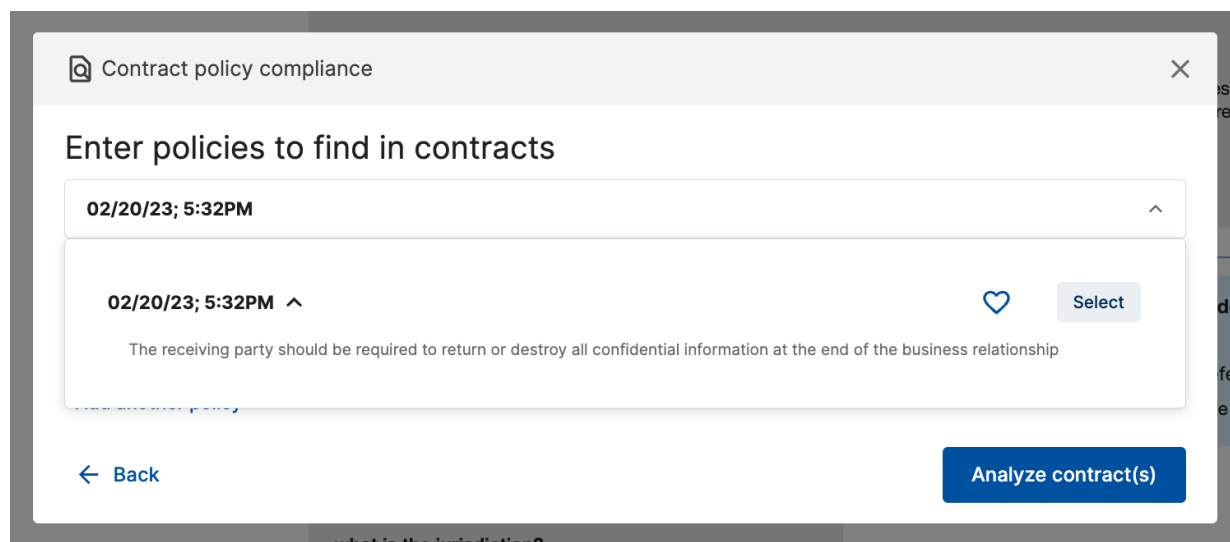
Review CoCounsel's Output

After you launch a skill, CoCounsel's response will appear in the chat window, which you can then download to your computer:
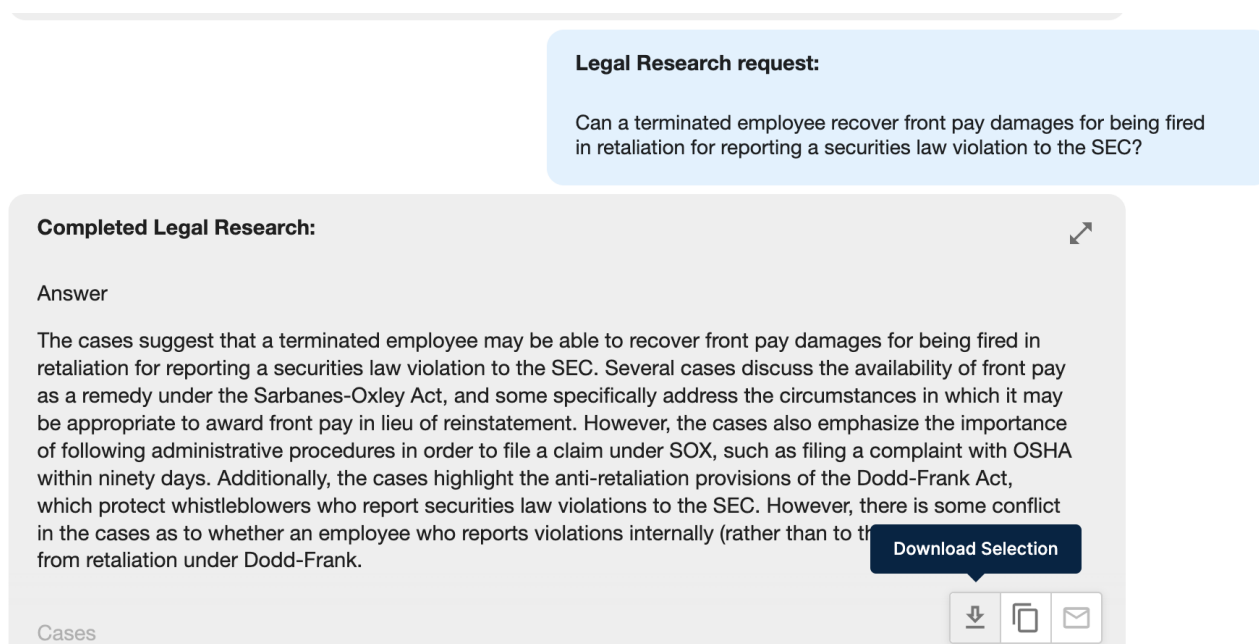
Save and Organize Your Work

All of your queries and CoCounsel's answers are automatically saved. The default place to save your queries and CoCounsel's output is in the "General" folder that appears on the left side of the CoCounsel home screen:
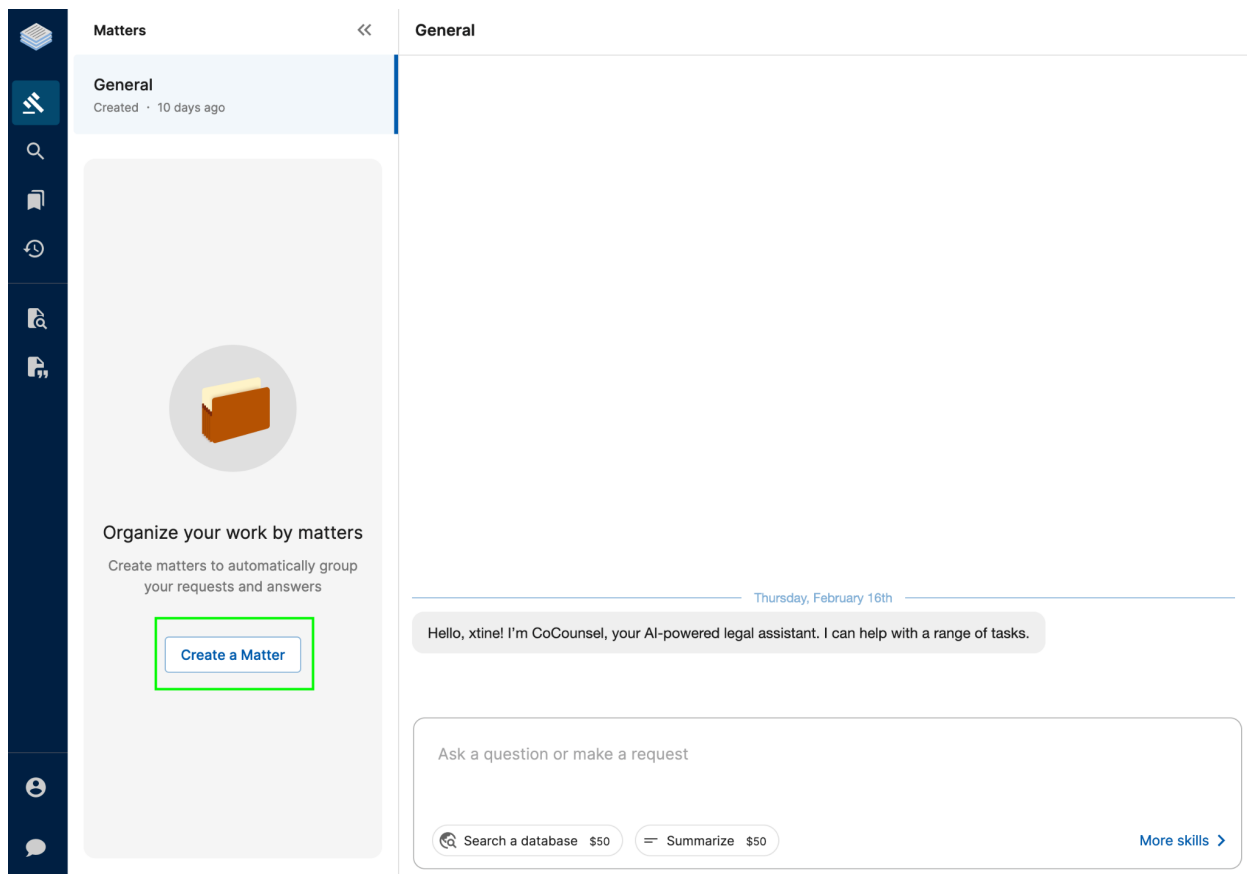
You can choose to save and organize your queries and CoCounsel's answers by client matter. To create a new matter for your work, click on the "New matter" button from the bottom left side of the CoCounsel home screen. You will then see a dialog box, where you can give a title to your matter, as well as include an optional client identifier:

Once your matter is created, you can save your queries in that folder by clicking on it before you run a search. After you click on your folder, it will appear highlighted in blue on the left side of the CoCounsel home screen, and all of your queries and CoCounsel's answers will automatically be saved in that folder.

You can choose to edit the name of your matter by clicking on the downward arrow that appears next to the name of your matter and choosing the option to "Edit details." You can also archive a matter so that it no longer appears on the left side of the home screen by clicking the "Archive" option from that drop-down menu, as shown below:
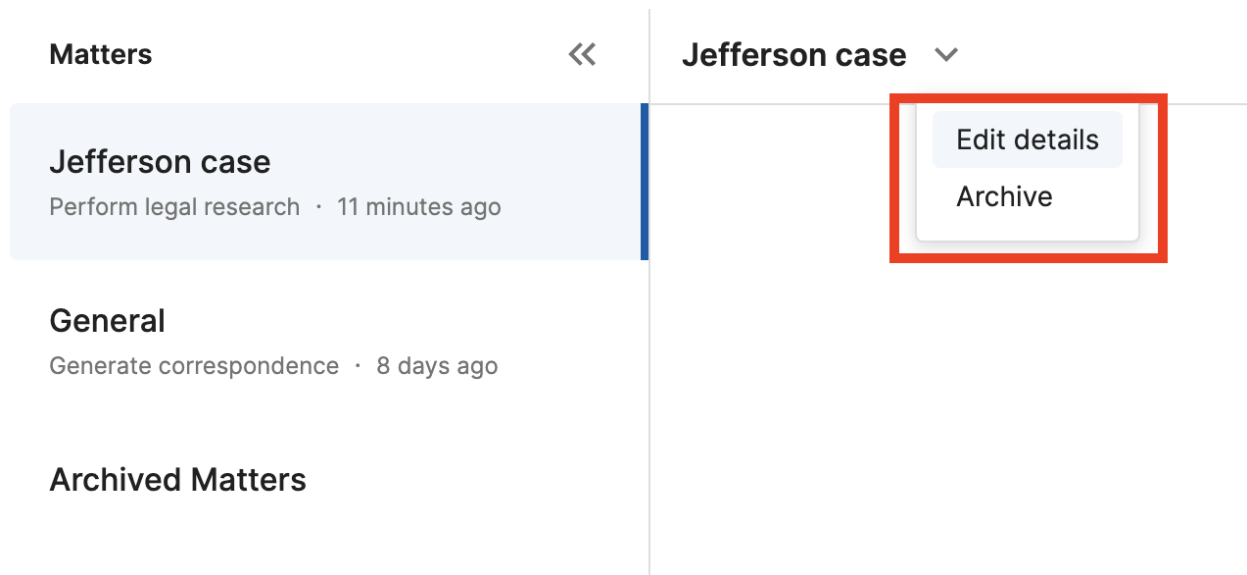
Can I Speak to CoCounsel Like a Human?

Yes, you can speak to CoCounsel as if you were speaking to a human. You do not have to use keywords or Boolean operators with CoCounsel. You can instruct CoCounsel to edit, analyze, and summarize many different types of documents by simply chatting with CoCounsel.

To start chatting with CoCounsel, just start typing into the chat box on the CoCounsel home page. You can type in a question or describe a task that you would like to perform. CoCounsel will then recommend the best application or "skill" for accomplishing this task. If there is not a specific skill on the platform for your task, it may still be able to help you by providing general information or suggested language for your project.

If you don't know how to get started, just ask CoCounsel:

> I represent the plaintiff in an employment discrimination case. I have about 20 documents from the plaintiff's employee file, and need to find the key facts I can use in my case. How do I get started?

> It sounds like you need to review a number of documents in order to extract key information for your case. I suggest using my Review Documents skill to help you with this task.
>
> 🔍 Review documents
>
> Is this helpful? 👍 👎

Advanced Tips:

- **Be specific about what you want**: While the AI technology powering CoCounsel is highly advanced, it still has limits. CoCounsel cannot always discern your intentions, so if you are not direct and specific in your requests, the AI may need to fill in the gaps on its own.

- **Be concise**: Providing too much information can actually hinder the AI's ability to find what you're looking for. By keeping your requests focused and to the point, you'll allow CoCounsel to deliver the most accurate and relevant results.

- **Avoid run-on sentences**: Conjunctive sentences can be tough for CoCounsel to handle. This is because they often contain multiple ideas, which CoCounsel can't easily separate. So for the best results, stick to simple, single-clause prompts.

- **Use precise language**: Our AI takes things literally, so extraneous descriptors can be confusing or misleading. CoCounsel may not understand colloquial phrases, and they are unlikely to be helpful in a legal context.

Does CoCounsel understand languages other than English?

Yes, CoCounsel has the capacity to read, comprehend, and write in any language. The default language on CoCounsel is English, but you can ask CoCounsel to translate text from English to another language and vice-versa.

Just type your question into the chat bar on the CoCounsel homepage, with instructions to translate the text into the language of your choice, and CoCounsel will provide the translation of what you entered. You can also ask CoCounsel to translate that text back into English. An example is provided below:

Hello, Sabrina! I'm Co-Counsel, your AI-powered legal assistant. I can help with a range of tasks.

Can you translate this statute to Spanish?

Of course! As a legal AI, I am able to speak and translate between any languages. What statute would you like me to translate?

A division of boxing and mixed martial arts regulation is established in the department to provide staff support for the Arizona state boxing and mixed martial arts commission. Subject to title 41, chapter 4, article 4, the director of the department shall appoint an executive director to perform the duties prescribed in this article. The resources for the Arizona state boxing and mixed martial arts commission shall come from monies appropriated to the department from the racing regulation fund established by section 5-113.01 or from other sources prescribed in section 5-225, subsection D.

Se establece una división de regulación de boxeo y artes marciales mixtas en el departamento para brindar apoyo al personal de la Comisión de Boxeo y Artes Marciales Mixtas de Arizona. De acuerdo con el título 41, capítulo 4, artículo 4, el director del departamento nombrará a un director ejecutivo para realizar las funciones prescritas en este artículo. Los recursos para la Comisión de Boxeo y Artes Marciales Mixtas de Arizona provendrán de los fondos asignados al departamento del fondo de regulación de carreras establecido por la sección 5-113.01 o de otras fuentes prescritas en la sección 5-225, subsección D.

Can you translate it back to English?

Of course! The translation back to English is as follows:

A division of boxing and mixed martial arts regulation is established in the department to provide staff support for the Arizona state boxing and mixed martial arts commission. In accordance with title 41, chapter 4, article 4, the director of the department will appoint an executive director to perform the duties prescribed in this article. The resources for the Arizona state boxing and mixed martial arts commission will come from funds allocated to the department from the racing regulation fund established by section 5-113.01 or from other sources prescribed in section 5-225, subsection D.

Explanation of CoCounsel's Skills

Summarize

The "Summarize" skill has the ability to streamline dense language into a succinct summary. You can use this skill to summarize any complex document, including a contract, a court order, or a regulation. Just upload your document, and CoCounsel will provide a summarized version for you.

<u>Step-by-step instructions:</u>

(1) Launch Summarize: To get started, click on the "Summarize" button from the skills menu.

(2) Choose the documents that CoCounsel should summarize: You will then be prompted to choose documents for CoCounsel to summarize. You have the option of manually uploading a document from your computer, selecting a document from an AllSearch database, or copying and pasting a text passage, as shown below:

Submit documents or text you would like summarized

Enter document(s)

⬆ Upload   ⊜ Select from AllSearch

Or enter a text passage

📄 Enter a Text Passage

Using AllSearch with "Summarize": To choose a document from an AllSearch database instead of manually uploading a document from your computer, click

the "Select from AllSearch" option shown above and then choose the AllSearch database you would like to draw from. (To learn how to set up an AllSearch database, please see the following article from Casetext's Help Center, "How do I use AllSearch?")

After you select your AllSearch database, you have the option of asking CoCounsel to summarize one or more documents from that database. To summarize all files from an AllSearch database, click on the box to the left of "File Name." You can also select the individual file(s) that you would like CoCounsel to summarize, as shown below:

(3) Confirm the files you want CoCounsel to summarize: After your document is uploaded, you will be presented with the following screen, where you can click on the "Summarize" button to proceed, or upload additional documents:
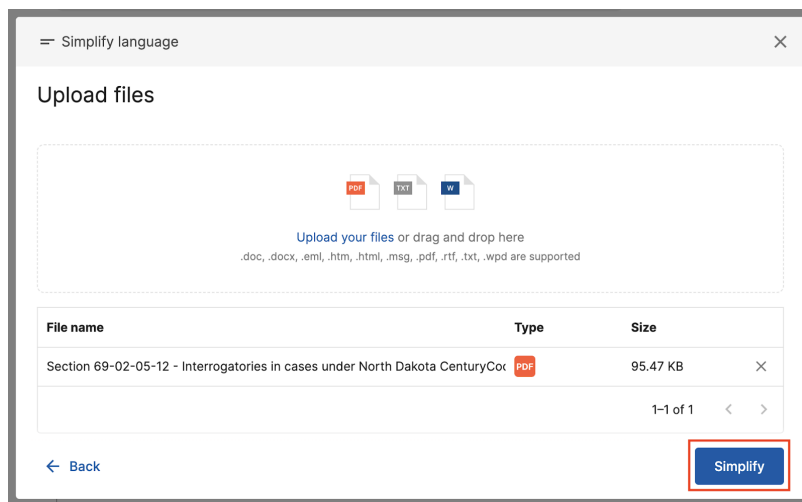
Tip: If you would like to summarize a long document that includes attached exhibits, consider separating the document from the exhibits when you upload your files to CoCounsel. For example, if you have a motion and attached exhibits, you may want to upload the motion separate from the attached judicial opinions.

(4) Review CoCounsel's output: Give CoCounsel a moment to think and your answer will appear like the example below. To see the full answer you can click on the expand arrow in the top right corner. You can also share CoCounsel's answer with the share icons in the bottom right corner.

Review Documents

The "Review Documents" skill performs a line-by-line review of your documents to answer your questions, enabling you to quickly extract the information you need. This is not a keyword search; instead, CoCounsel uses AI technology to read every word in your documents. It will then prepare a table that contains answers to your questions, including citations to the pages of your documents where it found the answers.

Please note: The "Review Documents" skill can be used with a wide variety of documents, but if you would like CoCounsel to analyze contracts, the "Extract Contract Data" skill is a better application for that task. The "Extract Contract Data" skill has been trained on thousands of contracts and is specifically designed to parse and comprehend contractual clauses.

Step-by-step instructions:

(1) Launch "Review Documents": To get started, click on the "Review Documents" skill from the CoCounsel skills menu.

(2) Choose the documents that CoCounsel should review: You will then be prompted to choose documents for CoCounsel to review. You have the option of manually uploading a document from your computer, selecting a document from an AllSearch database, or copying and pasting a text passage, as shown below:

Using AllSearch with "Review Documents": To choose a document from an AllSearch database instead of manually uploading a document from your computer, click the "Select from AllSearch" option shown above and then choose the AllSearch database you would like to draw from. (To learn how to set up an AllSearch database, please see the following article from Casetext's Help Center, "How do I use AllSearch?")

(3) Enter the questions you want CoCounsel to answer: After you have either uploaded or selected the documents that you want CoCounsel to review, click on the "Analyze documents" button, and you will see a dialog box where you can type in questions about the contents of those documents. The dialog box will initially show you fields to ask three questions, but you can enter additional questions by selecting the "Add Another Question" button. You can also delete a question you've entered by clicking on the trashcan icon.

When you are finished, select the "Get Your Answers" button, as shown below:

(4) Review CoCounsel's output: CoCounsel will read your documents and prepare a table that summarizes the answers to your questions about each document. This table will appear in a window in your chat history, but you can select the arrow to get a full screen view. You can also download CoCounsel's output as an Excel spreadsheet.

Documents	Docs with employment deception claims	Docs on retaliation	Docs on disab discrimination
PDF Wrongful Discharge, Complaint Filed By Plaintiff White, Ii, Kenneth Allen As To Defendant Smule, Inc.pdf	Yes	No	Yes
PDF Supplemental Declaration Of Jonathan Durham In Support Of Plaintiffs Motion To Compel Further Respon.pdf	N/A		N/.
PDF Response To Plaintiffs Separate Statement Of Undisputed Facts (Transaction Id # 100115258) Filed By .pdf	Yes	N/A	N/.
PDF Plaintiff'S Separate Statement In Opposition To Defendants Dsm Engineering Plastics, Inc.'S And Matt.pdf	No	Yes	Yes
PDF Opposition To Motion For New Trial			

> While the document does not explicitly address retaliation claims, the mention of the plaintiff being abruptly terminated after only five months (pg. 7) could imply a retaliation claim.

REQUEST — Document Review — Show files ⌄

RESPONSE

The screenshot provided above shows you an example of the "full response" view of CoCounsel's output from the "Review Documents" Skill. The table lists the documents that CoCounsel reviewed along the Y axis and the questions asked about each document along the X axis. The table displays summary responses to your questions, including answers in simple "Yes" or "No" format, as applicable, but you can see additional information explaining how CoCounsel arrived at its answers by hovering your mouse above each answer.

As shown above, when you hover your mouse over the short answer in the table, an explanation "bubble" will appear, where CoCounsel will include

applicable citations to the page(s) of your documents where it found its answers.

Advanced Tips:

- If CoCounsel makes conflicting statements when answering your questions, it could mean that your documents contain conflicting information. You can investigate any conflicting information reported by CoCounsel by clicking on the links that show where in the documents CoCounsel found these statements.

- Using clear, specific language in your questions yields best results. A vague question is likely to produce a vague response from CoCounsel.

- CoCounsel's ability to read handwritten documents can vary, depending on the legibility of the handwriting. Handwriting that mimics the appearance of typed words will be more easily understood by CoCounsel than cursive handwriting.

Legal Research Memo

The Legal Research Memo Skill uses advanced AI technology to conduct comprehensive legal research and summarize relevant authorities in a memo. Type in your legal research question, and CoCounsel will run multiple searches simultaneously through Casetext's database of primary law to find the answer. After identifying and reviewing the authorities that are relevant to your query, CoCounsel will draft a memo that directly answers your question, which includes summaries and quotes from the supporting authorities.

Step-by-step instructions:

(1) Launch "Legal Research Memo": To get started, select the "Legal Research Memo" button from the Skills menu. Once you're selected this skill, the following dialog box will appear:

Q Legal research memo · 1-2 minute runtime ✕

Explain your legal research request

Use normal sentences like you would to a colleague. Include all relevant information like jurisdiction, background facts, and anything else relevant to the query.

Your legal research memo request

Prepare research memo

(2) Enter your legal research question: The dialog box asks users to explain their legal research request just as they would to a colleague. You can use natural language when describing your legal research issue; you do not need to worry about Boolean operators or a particular format or syntax for your query.

However, for best results, we recommend adhering to the following practices when entering your legal research query:

(a) Include your jurisdiction, if relevant: The default setting is for CoCounsel to search the entire primary law to answer your question. If you only want CoCounsel to search a specific court or jurisdiction, you need to include that information when typing in your query.

(b)   Include procedural history or the procedural posture, if relevant: If you want CoCounsel to only bring back cases involving a specific procedural history or posture, you need to include that information in your query. For example, if you want CoCounsel to only return cases involving a motion to dismiss for failure to state a claim under FRCP 12(b)(6), you need to specifically include that instruction in your query.

(c)   Include the cause of action at issue and any other material facts: If you only want CoCounsel to bring back cases involving a specific type of cause of action or claim, you need to include that specific instruction in your query. Relatedly, you should also include any material facts that you want CoCounsel to "consider" when it researches your question.

(d)   Be specific: It's important to state your point clearly when using CoCounsel. The search queries below demonstrate how small changes can make a big difference in search efficacy. In the first query, the use of the vague term "affect" yields less precise results. But in the second query, the more specific verb "look" led to more accurate and helpful search results.

   (i)   Original Query: Federal cases finding that an industry custom or practice can **affect** the interpretation or enforcement of a statute.

   (ii)   Improved Query: Federal cases stating that courts may **look** to industry practices to aid in the interpretation of a statute.

(e)   Be concise: While it's important to be specific when using CoCounsel, it's also helpful to be concise. Providing too much information can actually hinder the AI's ability to find what you're looking for. In the examples provided below, the first query is less effective because it contains unnecessary language. The second query, on the other hand, is direct and to the point. This allows CoCounsel to focus on what's relevant, leading to more accurate and helpful results.

   (i)   Original query: Under federal or Texas state law, does waiver apply if privileged information is exchanged during the due diligence process between companies when there is a non-disclosure agreement in place?

(ii) **Improved query:** Under federal or Texas state law, is privilege waived when information is shared during a transaction with another company that is subject to an NDA?

Example of a "good" legal research query: The following search query is an example of how a user should approach the legal research skill:

🔍 Legal research memo · 1-2 minute runtime ✕

Explain your legal research request

Use normal sentences like you would to a colleague. Include all relevant information like jurisdiction, background facts, and anything else relevant to the query.

In California, can a terminated employee recover front pay damages for being fired in retaliation for reporting a securities law violation to the SEC?

Prepare research memo

The search query identifies the user's jurisdiction (Illinois state), contains a clear subject (the requirement), and employs a predicate (inspection of property and records). Likewise, users should be sure to include relevant jurisdiction(s), material facts, and pertinent details, such as the procedural posture, where appropriate.

(3) Review CoCounsel's Output

The legal research memo generated by CoCounsel provides a brief answer addressing your legal research issue and a list of pertinent authorities. The answer reflects CoCounsel's synthesis of the cases that our algorithms found to be relevant. Please note that CoCounsel may identify conflicts or any exceptions to a general rule that require further research.

A list of responsive authorities will be displayed beneath the "answer" section of CoCounsel's memo. Each authority consists of three components: a citation (which includes a link to the full text of the case), a summary explaining the authority's relevance, and excerpts from the case that specifically address your query.

People v. Nicholson, 2016 N.Y. Slip Op. 1206 (N.Y. 2016)

The case addresses the issue of whether a defendant can raise an objection to jury instructions for the first time on appeal, and states that the defendant's failure to make a specific request for a limiting instruction means that the issue is not preserved for review.

- Defendant's additional claim that the court's failure to provide a limiting instruction to the jury constitutes reversible error is unpreserved because defendant failed to make a specific request for such instruction
- this Court does not consider claims of error not preserved by appropriate objection in the court of first instance

People v. Collins, 99 N.Y.2d 14 (N.Y. 2002)

The case discusses the distinction between substantive and ministerial jury instructions, and the requirement to object to substantive irregularities in order to preserve the issue for appeal.

- Thus, even where a defendant fails to object to such substantive irregularities in instructing the jury, an issue of law is presented for our review (People v. Mehmedi, 69 N.Y.2d at 760).
- Not every communication, however, requires that the jury be recalled or that defendant be present. Where a communication is 'ministerial * * * [and] wholly unrelated to the substantive legal or factual issues of the trial,' the defendant's presence is not required (People v. Harris, 76 N.Y.2d at 812).

Finally, there are tabs at the bottom of CoCounsel's output that enable you to download the memo to a Word document, email the memo, or copy and paste the text of the answer:

Section 1982.110 - Decision and orders of the Administrative Review Board - 29 C.F.R. § 1982.110

- The order will include, where appropriate, affirmative action to abate the violation; reinstatement with the same seniority status that the employee would have had but for the retaliation; any back pay with interest; and payment of compensatory damages, including compensation for any special damages sustained as a result of the retaliation, including litigation costs, expert witness fees, and reasonable attorney fees. Interest on back pay will be calculated using the interest rate applicable to underpayment of taxes under 26 U.S.C. 6621 and will be compounded daily.

- The order may also require the respondent to pay punitive damages up to $250,000.

⬇ Download   ⧉ Copy   ✉

Prepare for a Deposition

You can use this skill to get an initial outline of topics and questions that you can ask a witness in a deposition. Just enter a sentence or two describing an upcoming deposition, and CoCounsel will recommend topics and questions that you can include in your deposition outline.

Step-by-step instructions:

(1) Launch "Prepare for a Deposition": To get started, select the "Prepare for a Deposition" button from the Skills menu. Once you're selected this skill, the following dialog box will appear:

Prepare for a deposition • about 1 minute runtime ✕

Describe your circumstances

Describe the witness, factual circumstances, areas of interest, or anything else

Generate topics

(2) Describe your upcoming deposition: The dialog box asks users to describe the circumstances regarding their upcoming deposition, just as they would explain the deposition to a colleague. You can use natural language when describing your deposition; you do not need to worry about Boolean operators or a particular format or syntax for your query.

For best results, we recommend including the following information when describing your deposition to CoCounsel:

- **Specify the type of deposition** (e.g., expert, fact witness, Rule 30(b)(6) representative, or Person Most Knowledgeable)
- **Briefly describe the type of case and claims at issue** (example: "This is an antitrust case involving price-fixing claims in the market for legal research software").
- **Note whether the witness is adverse or any other relationship to a party in the case** (example: "This is the lead witness for the opposing party," or "This is a third-party witness").
- **Note anything else you would like CoCounsel to consider when generating deposition questions** (example: "This witness is known to be untruthful," or "This witness may have spoliated evidence").
- **Be concise:** We recommend that you include these specific points in your query, but your query does not need to be more than a sentence or two. Our AI does best with concise, specific language. An example is included below:

After you finish describing your deposition circumstances, click on the blue "Generate topics" button.

(3) Refine your topics: Based on your description, CoCounsel will prepare a list of deposition topics. You can delete any recommended topic by clicking on the trash can icon. You can ask the AI to recommend additional deposition topics by clicking on the button that says, "Generate more topics." You can also add your own topics by clicking on the button that says, "Insert our own topics."

Once you approve the list of topics, click on the button that says, "Generate questions," and CoCounsel will generate 4-5 questions that you can ask pertaining to each deposition topic.

(4) Review your results: CoCounsel will generate a list of topics and questions for you to include in your deposition outline. A portion of the output will be displayed in the chat window, and you can expand to see the full view" by clicking on the upper right hand corner, as shown below:

Once you are in the "full view," you can copy the text or download the output to Word by clicking on those options that appear in the bottom right corner, as shown below:

REQUEST   **Deposition Preparation**   Hide text ⌃

> I'm deposing the CFO of a legal research software company in an antitrust case alleging price-fixing. The witness is adverse and known to be untruthful

RESPONSE   ⌃ The company's pricing strategy and how it has evolved over time

- What factors have influenced the company's pricing strategy over time?
- How has the company's pricing strategy changed over the years?
- What are the company's goals when it comes to pricing its products?
- Are there any specific events or changes in the market that have led to changes in the company's pricing strategy?
- How do you determine the prices for your products?

⌃ Any internal discussions or communications about coordinating prices with competitors

- Have you ever had any discussions with other employees about coordinating prices with competitors?
- Are you aware of any internal communications that discuss coordinating prices with competitors?
- If so, can you describe the nature of these communications?
- Who was involved in these discussions or communications?
- What was the outcome of these discussions or communications?

s helpful? 👍 👎   ⬇ Download   ⧉ Copy

Extract Contract Data
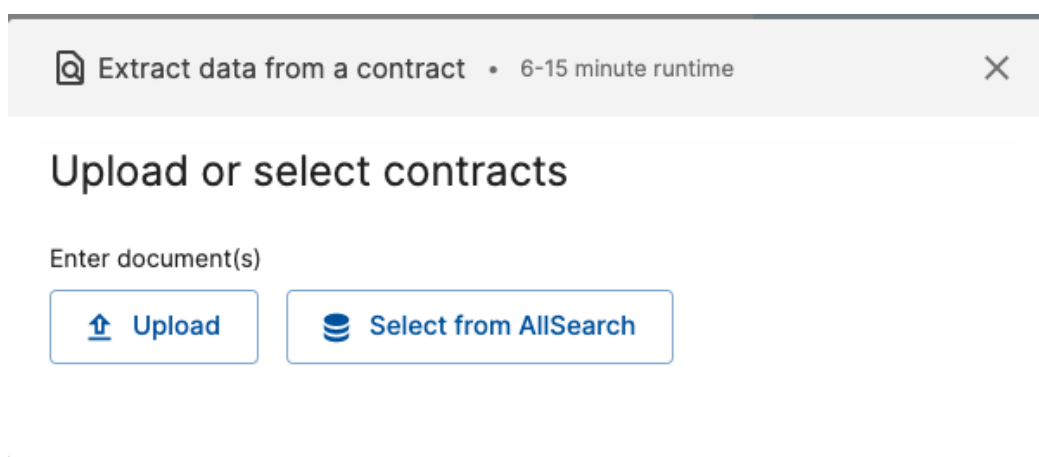
With the **"Extract Contract Data,"** skill, you can ask CoCounsel to answer questions about a set of contracts. This Skill has been specifically trained on contractual language and is specially designed to parse contractual clauses.

Please note: If you would like CoCounsel to review documents that are not contracts, please use the "Review Documents" skill.

Step-by-step instructions:

(1) Launch "Extract Contract Data": To get started, click on the "Extract Contract Data" button from the skills menu.

(2) Choose the contracts that CoCounsel should analyze: You will then be prompted to choose contracts for CoCounsel to analyze. You have the option of manually uploading up to ten contracts from your computer, or selecting contracts from an AllSearch database, as shown below:

If you choose the "upload" option, you have the option of either dragging and dropping your document into the box or selecting files to upload from your computer. The platform is compatible with PDF, TXT, and Word documents.

For guidance on creating an AllSearch database, please view the following Help Article: How do I use AllSearch?

Once you have uploaded your files, please select the Enter questions button:
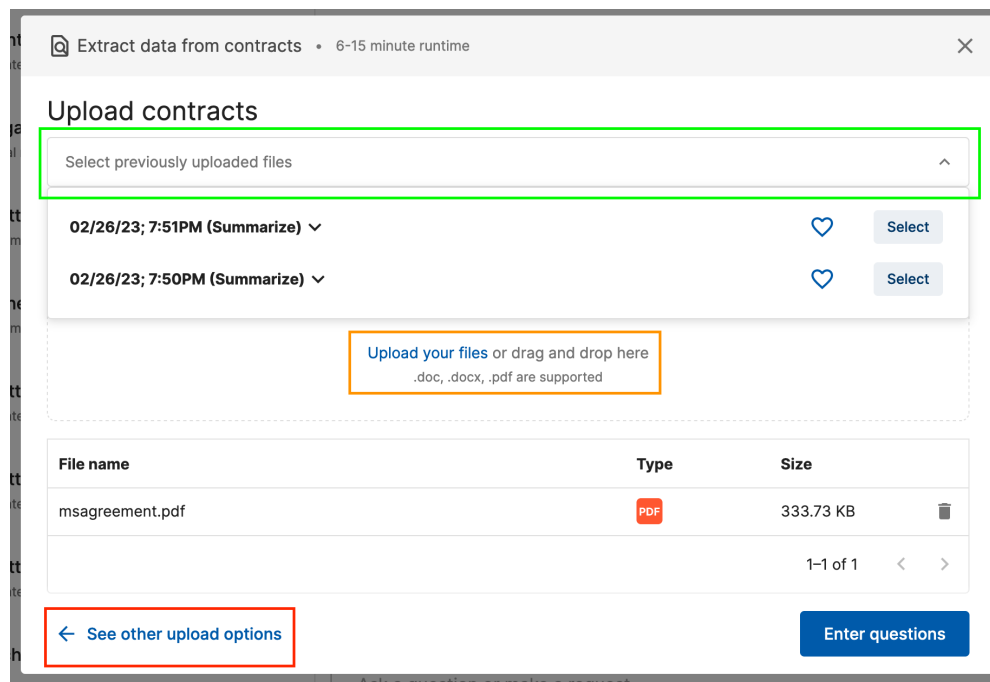
(3) Enter the questions that CoCounsel should answer:

After uploading your contract(s), you will be prompted to enter questions about those contracts in the text box. All questions must end in a question mark. You can also choose a specified format for your answers by clicking on the dropdown menu that appears on the right side of the question box. The default option is to provide text answering your questions, but you can choose to display CoCounsel's responses as numbers, dates, or in a Yes/ No format, as shown in the orange box in the screenshot below:

(4) Confirm or edit your query

You can verify that CoCounsel's interpretation of your query is correct before you click on the "Extract Data" button. To do so, slide the "Interpret Questions" button to the right, and CoCounsel will display its interpretation of the query that you entered in the pop-up window (shown in the purple box in the screenshot provided above).

If CoCounsel's interpretation of your query is incorrect, you can revise your query in the question box. If CoCounsel's interpretation is correct, you can click "Extract Contract Data" to proceed with the contract analysis. For best results, we recommend verifying CoCounsel's interpretation of your query before prompting CoCounsel to proceed.

(5) Review CoCounsel's Output

After you click on the blue "Extract Data" button, CoCounsel will prepare its responses to your questions. Results will stream live as CoCounsel generates its answers, as shown in the green box below:

Once the job is completed, results will be shown in "table" format, where uploaded contract(s) can be seen in the row(s), and questions to answers can be seen in the column(s). Click in the upper right corner (on the "arrows" icon) to get an expanded view of the results.

When you are in the expanded view, you can hover over CoCounsel's answers to get more detail, as shown in the green box below. You can also download your results in Excel format by clicking "Download" on the bottom right (shown in the red box):

» 🔍 Extract data from contracts

Show files ⌄

	Are employees at-will in this agree...	What are the terms of this agreement?
📄 msagreement.pdf	Yes	Wide-ranging employment terms

The agreement covers a wide range of topics, including expectations for the employee's work, at-will employment, non-disclosure, assignment of inventions, copyright/patent applications, prior obligations, return of company property, non-competition, reimbursement, and governing law.

Is this helpful? 👍 👎   ⬇ Download

Contract Policy Compliance

Summary

During contract review, lawyers need to determine whether the existing terms or clauses within a set of contracts comply with a set of policies.

How Contract Policy Compliance helps: This skill reviews up to 100 contracts to determine whether the existing terms, clauses, or provisions comply with up to 30 different policies.

How Contract Policy Compliance works: Upload contracts, then enter your policies. You may also enter sample policy terms or clauses to help CoCounsel understand your drafting preferences. CoCounsel reads every word in the contracts, identifies clauses that are relevant to your policies, explains the differences between the contracts' existing terms and your policies, and then suggests redline edits to bring the contracts' existing terms into compliance with your policies.

Step-by-step instructions

1. Launch Contract Policy Compliance: Go to the skills menu and select "Contract Policy Compliance."
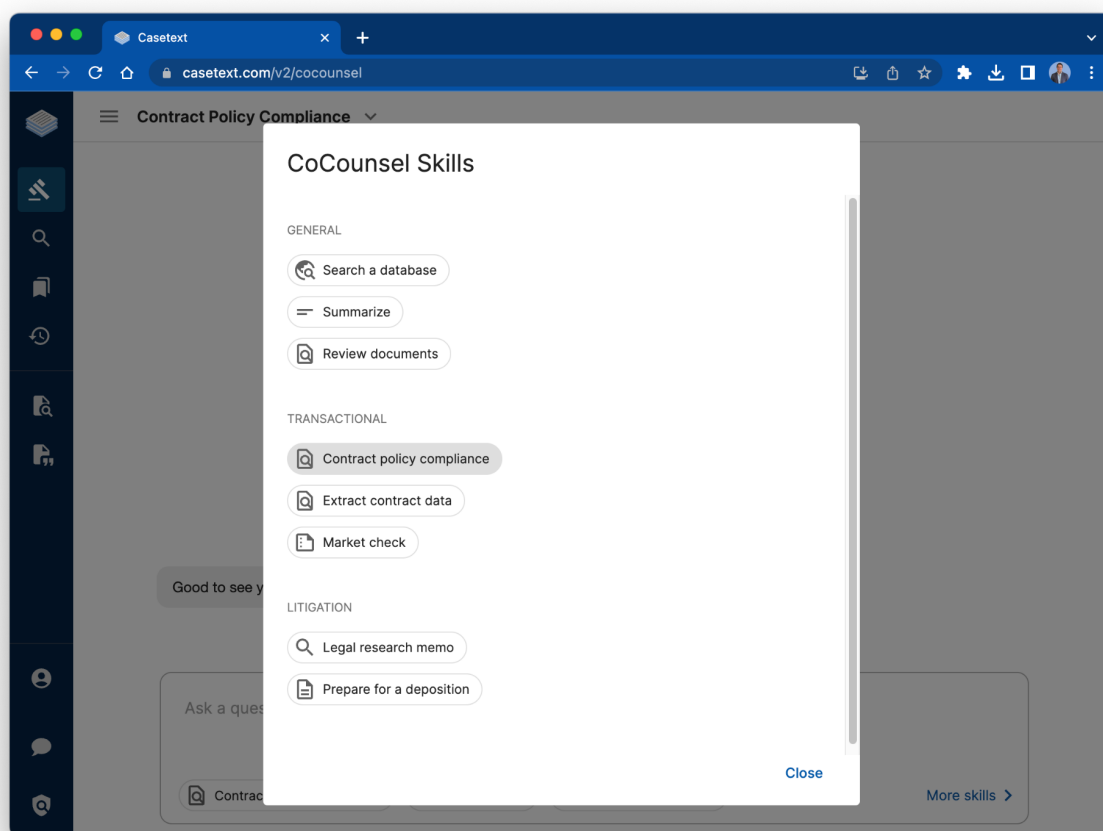
2. Upload the contracts. The upload window will appear. Upload up to 100 contracts from your device or drag and drop files, choose previously uploaded files from the dropdown (pictured), or select "See other upload options" to choose contracts from an AllSearch database. Then click "Enter policies."

Tip: To learn how to use AllSearch databases, visit How do I use AllSearch?
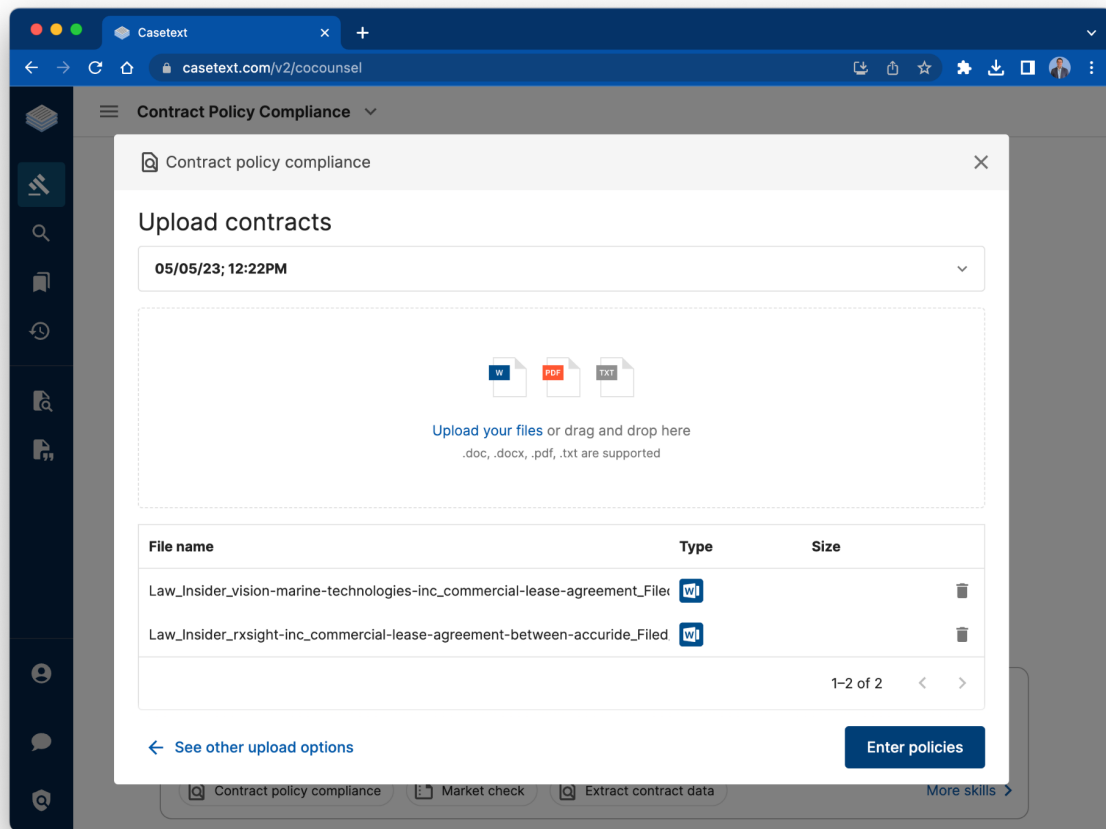
3. Enter policies: Enter policies by typing, copying and pasting, or choosing previously entered policies from the dropdown menu. You may also click "+" to

enter a sample policy term or clause to help CoCounsel understand your particular drafting preferences. This is a working space where you can add, edit, or delete policies and sample clauses. Then click "Analyze contract(s)."

Tip: The Contract Policy Compliance skill does not access Casetext's database of primary law. To determine if a contract's existing terms comply with a certain statute, regulation, or code, enter each law as a separate policy. For more information about what source of information CoCounsel uses for each skill, visit "How does CoCounsel work?"

4. Watch CoCounsel's progress.

casetext

5. Contract Policy Compliance is Complete. Click the chat box to see the full response, or mouse-over the chat box for buttons to Download Redlined Docs (available when the original contract uploaded to CoCounsel is a Word Document), Download CoCounsel's responses as a Word Document or Excel Spreadsheet, or Copy CoCounsel's results to paste somewhere else.
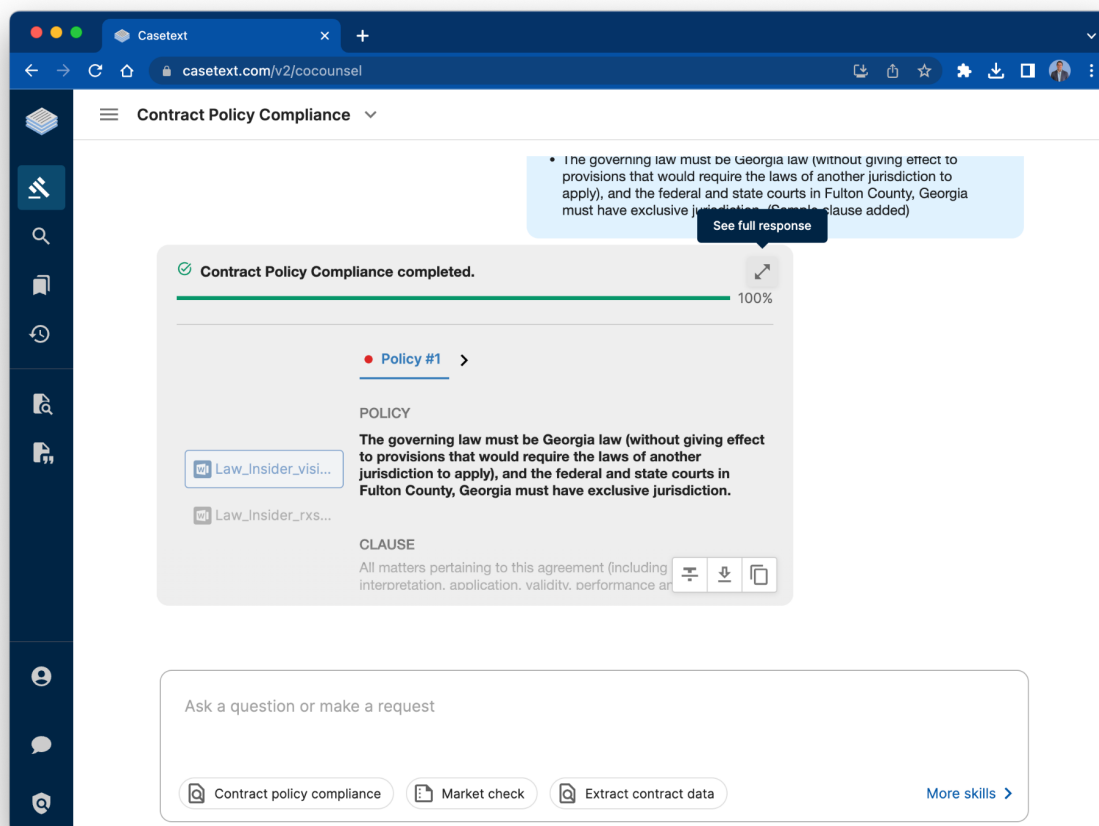
6. See the full response: The full response will include the policies and sample clauses from the original request and CoCounsel's responses. To review them, click a contract from the document column, then select a policy. For each policy, CoCounsel will:

- Identify clauses in the existing contract that are relevant to your policy
- Explain the differences between the contract's existing terms and your policy
- Suggest a redline edit to bring the contract's existing terms into compliance with your policy
- Provide a clean, revised clause that you can use immediately

Use CoCounsel's Results: Download Redlined Docs (available when the original contract uploaded to CoCounsel was a Word Document), Download CoCounsel's responses as a Word Document or Excel Spreadsheet, or Copy CoCounsel's results to paste somewhere else.

How did we do? We do not train CoCounsel's AI with your interactions. We do read all of your feedback! Give a quick 👍 or 👎 + comment.
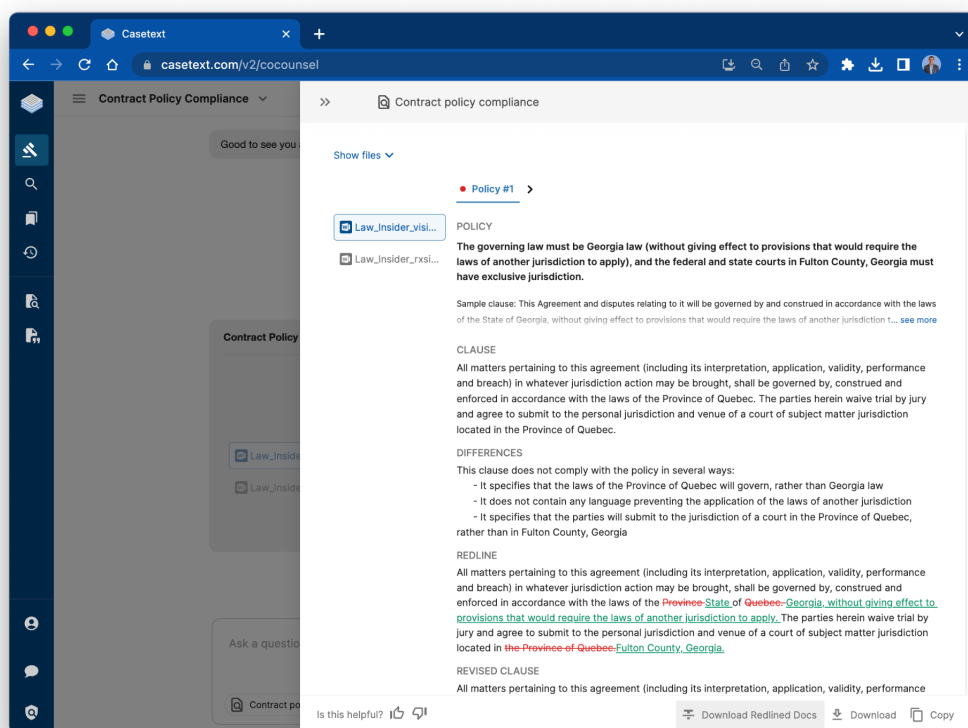
Tip: Redline edits show up as tracked changes in Microsoft Word documents, but also in Apple Pages documents (pictured).

35. BROKERAGE

No party has acted as, by or through a broker in the effectuation of this Agreement, except as set out hereinafter.

36. ENTIRE AGREEMENT

This instrument contains the entire and only agreement between the parties, and no oral statements or representations or prior written matter not contained in this instrument shall have any force and effect. This Lease shall not be modified in any way except by a writing executed by both parties.

37. GOVERNING LAW

All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the State of Georgia, without giving effect to provisions that would require the laws of another jurisdiction to apply. The parties herein waive trial by jury and agree to submit to the personal jurisdiction and venue of a court of subject matter jurisdiction located in Fulton County, Georgia.

38. LITIGATION

In the event that litigation results from or arise[...] [...]ormance thereof, the parties agree to reimburse the prevailing party's reasonable at[...] [...]other expenses, whether or not taxable by the court as costs, in addition to any other relief to [...]e entitled. In such event, no action shall be entertained by said court or any court of compe[...] [...]one year subsequent to the date the cause(s) of action actually accrued regardless of whethe[...] [...]aid time calculable.

> **CoCounsel** May 05, 2023 at 12:39 PM
> The governing law must be Georgia law (without giving effect to provisions that would require the laws of another jurisdiction to apply), and the federal and state courts in Fulton County, Georgia must have exclusive jurisdiction.: This clause does not comply with the policy in several ways:
> Show more
> ↩ Reply   🗑 Delete   ‹ ›

If Landlord files an action to enforce any agree[...] [...]ment, or for breach of any covenant or condition, Tenant shall pay Landlord reasonab[...] [...]Landlord's attorney in the action, all fees to be fixed by the court.

39. CONTRACTUAL PROCEDURES

Unless specifically disallowed by law, should litigation arise hereunder, service of process therefore may be obtained through certified mail, return receipt requested; the parties hereto waiving any and all rights they may have to object to the

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Search a Database

Overview: Search a Database allows you to search an entire AllSearch database, running a comprehensive search at one time, instead of having to search through individual documents. You can query the database for a specific piece of information, allowing you to find "a needle in a haystack" quickly, or to easily find multiple documents that may be relevant to your query.

Your AllSearch database may consist of pleadings, discovery, transcripts, jury instructions, or any other records. AllSearch allows you to create your own unique databases and works with a wide variety of file types, including doc, .docx, .eml, .htm, .html, .msg, .pdf, .rtf, .txt, .wpd files. For help creating an AllSearch database, or other questions about AllSearch, you can view the following Help Article: [How do I use AllSearch? | Casetext Help Center](#).

Step-by-step instructions:

(1) Launch "Search a Database": To get started, click on the "Search a Database" button from the skills menu.

(2) Choose the database that CoCounsel should search: You can select one AllSearch database to query at a time:
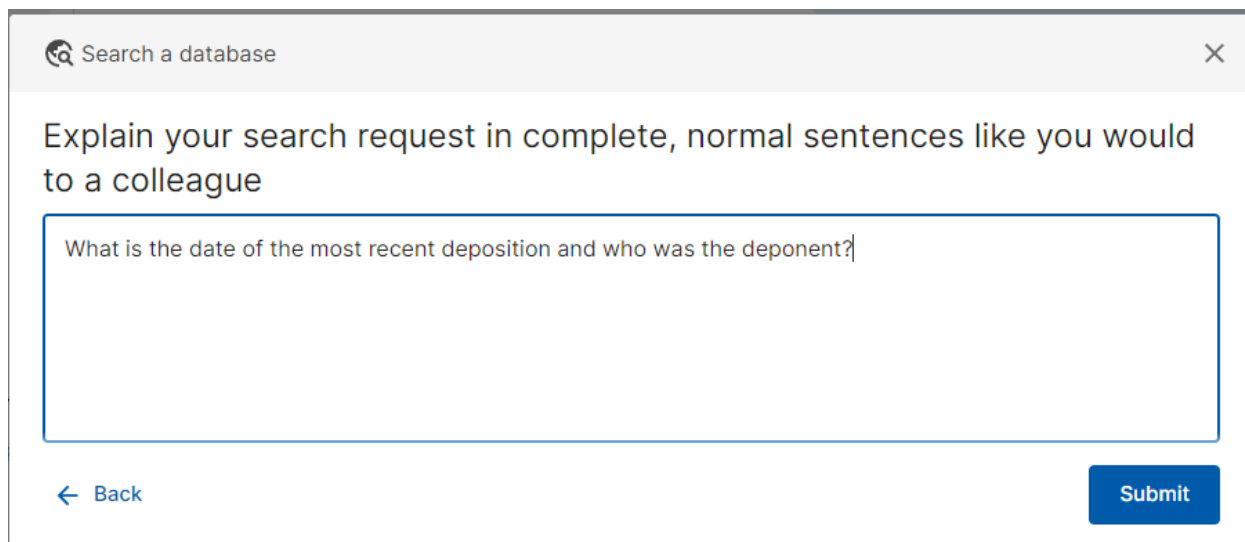
(3) Enter the question that you would like CoCounsel to answer: After you select your database, enter your query into the text box. In formulating your query, you should use natural language, as if you were explaining your search query to a colleague. You should enter one question only. For optimal results, please use precise, specific language.

Upon clicking the blue "Submit" button, CoCounsel will confirm the interpretation of the question is correct. If the interpretation is correct, you can click "Submit" again, or edit your question.

(4) Review CoCounsel's output:

The results will stream live as CoCounsel answers your question. When CoCounsel completes your query, you can view the full response by clicking on the "arrows" that appear in the upper right corner of the answer box in the chat (shown in the red box below):

Searching atticus-contracts-lb2:

If a pandemic disrupted the supply chain, would the company still be liable?

See full response

Completed Sdb:

Answer from atticus-contracts-lb2

Generally, it seems that companies are not liable for disruptions to the supply chain caused by a pandemic or other force majeure event. Many of the results reference "force majeure" clauses, which allow companies to suspend their obligations in the event of unforeseen circumstances beyond their control. For example, the Ipass Inc agreement specifically states that "neither party will be liable to the other for failure to fulfill its obligations caused by circumstances beyond its reasonable control," and lists "epidemics" as one such circumstance. However, some agreements do stipulate that the company must take certain steps in order to avoid liability, such as notifying the other party promptly, using "commercially reasonable efforts" to minimize the impact, or maintaining a business continuity plan.

Documents

When you are in "full response" view, you can click on the hyperlinks in the results to access the source of the citation from your AllSearch database (shown in the green boxes below):

REQUEST   Search a Database   Hide original research request ∧

> If a pandemic disrupted the supply chain, would the company still be liable?

RESPONSE   **Answer**

Generally, it seems that companies are not liable for disruptions to the supply chain caused by a pandemic or other force majeure event. Many of the results reference "force majeure" clauses, which allow companies to suspend their obligations in the event of unforeseen circumstances beyond their control. For example, the Ipass Inc agreement specifically states that "neither party will be liable to the other for failure to fulfill its obligations caused by circumstances beyond its reasonable control," and lists "epidemics" as one such circumstance. However, some agreements do stipulate that the company must take certain steps in order to avoid liability, such as notifying the other party promptly, using "commercially reasonable efforts" to minimize the impact, or maintaining a business continuity plan.

UpjohnInc_20200121_10-12G_EX-2.6_11948692_EX-2.6_Manufacturing Agreement_ Supply Agreement.pdf

"For the avoidance of doubt, (i) Manufacturer shall be entitled to fill Purchase Orders with such inventory that complies with the terms and conditions of this Agreement, including Section 5.2, and (ii) the Parties shall meet to discuss in good faith the disposition of all such Product inventory that does not meet the criteria set forth in (i) above.Failure to Supply.(a) Capacity Allocation." Page 22

"Business Continuity.Manufacturer shall maintain a written business continuity plan to be able to assure supply of Product to Customer in the event of a disruption to supply from the primary location

👎   ⬇ Download

By clicking the "Download" button on the bottom right corner of the screen, you can download your results in Word format.

Market Check

Summary

During transactions, parties need to determine the current industry standard, precedent, or market trend for a certain contract term, provision, or clause.

How Market Check helps: CoCounsel's Market Check skill quickly analyzes a database of contracts to identify trending terms so that lawyers can immediately draft, negotiate, and redline with confidence.

How Market Check works: Market Check uses Casetext's AllSearch database technology. You may create and search databases of your trusted contracts for trending terms, or search trending terms in a large, representative set of publicly available transaction documents from the SEC's EDGAR database.

Market Check is currently only available with Enterprise Subscriptions. If you have questions about your subscription, please visit www.casetext.com/contact-us.

Step-by-step instructions for using Market Check:

Use Market Check in two overall steps. First, create databases, and then, second, search databases to find trending terms.

1. Create Databases

To create an AllSearch database of your contracts, go to the Casetext home screen and follow these instructions: How do I use AllSearch?

For questions about creating AllSearch Databases, please visit www.casetext.com/contact-us.
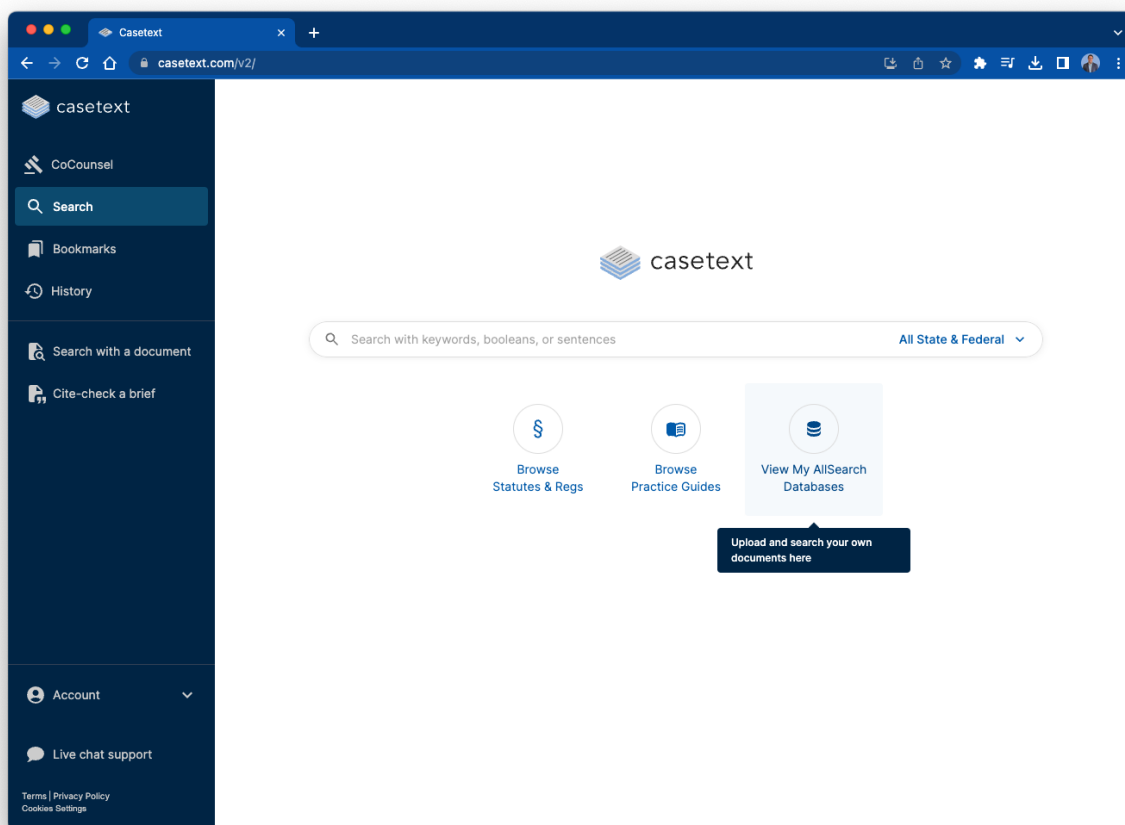
2. Search databases to find trending terms

Once databases are created, then search databases to find trending terms.

1. Launch Market Check. Open the CoCounsel skills menu, find the section labeled "Transactional" skills, and select the skill "Market Check."
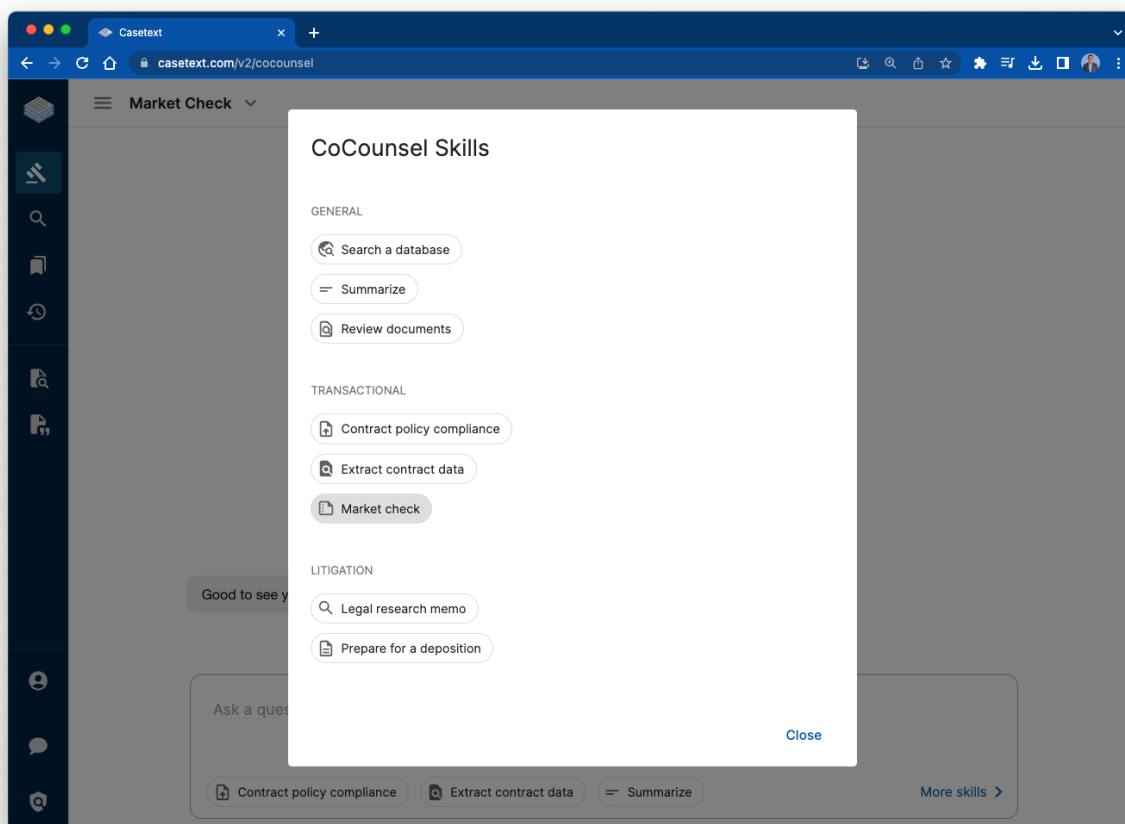
2. Select a database. A list of your databases is visible. Use the arrows to navigate your database list, then click "Submit."

Selecting the "Market Check Merger Agreements" database
For a large, representative set of publicly available transaction documents from the SEC's EDGAR database, navigate to the database titled, "Market Check Merger Agreements." The title of this database will include the date range of its contracts, which is regularly updated.
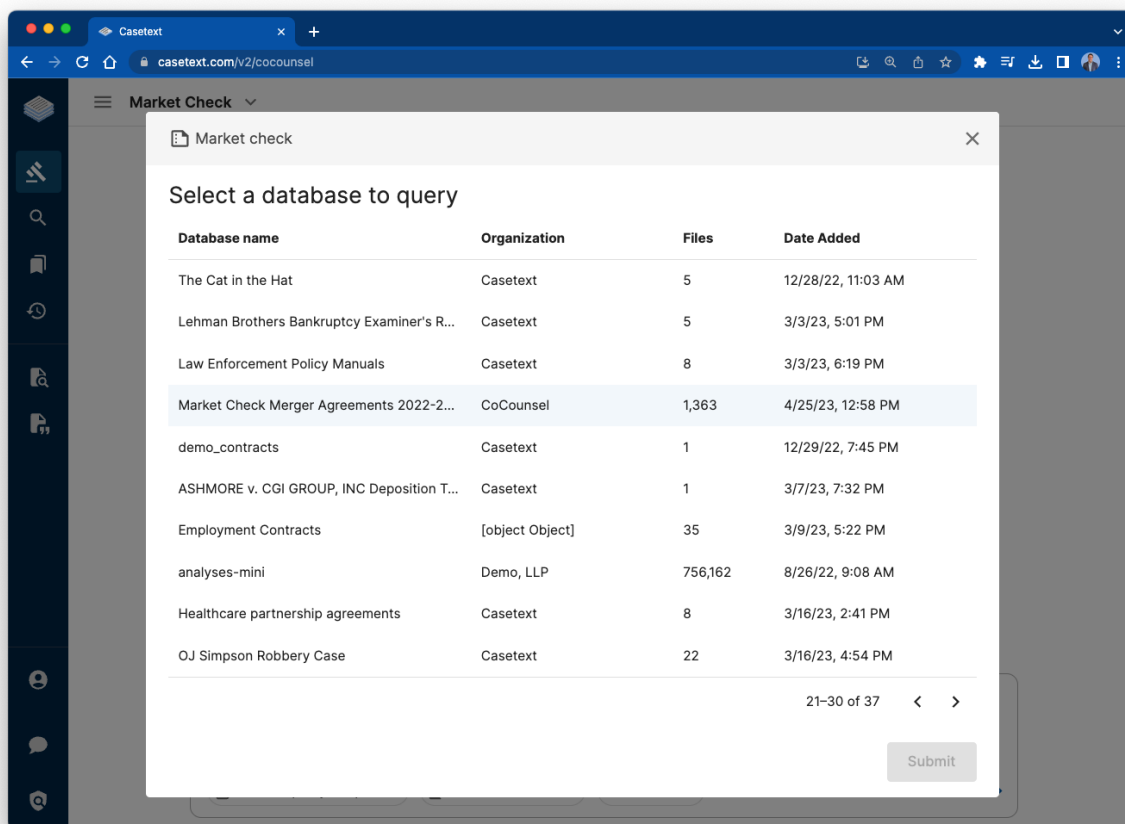
3. Explain your search. Explain the type of clause you want to study, and, if applicable, include attributes of the contracts where it would be used, then click "Submit." CoCounsel will provide a brief interpretation. Change your explanation to improve CoCounsel's interpretation, or re-click "Submit."

Filters with the "Market Check Merger Agreements" database
When you select this database, you may apply filters to your results.

Applying filters to your databases will be available in future versions of this skill.

4. Watch CoCounsel's Progress.

5. Market Check is Complete. When the Market Check skill is completed, click anywhere on the skill to see the full response.
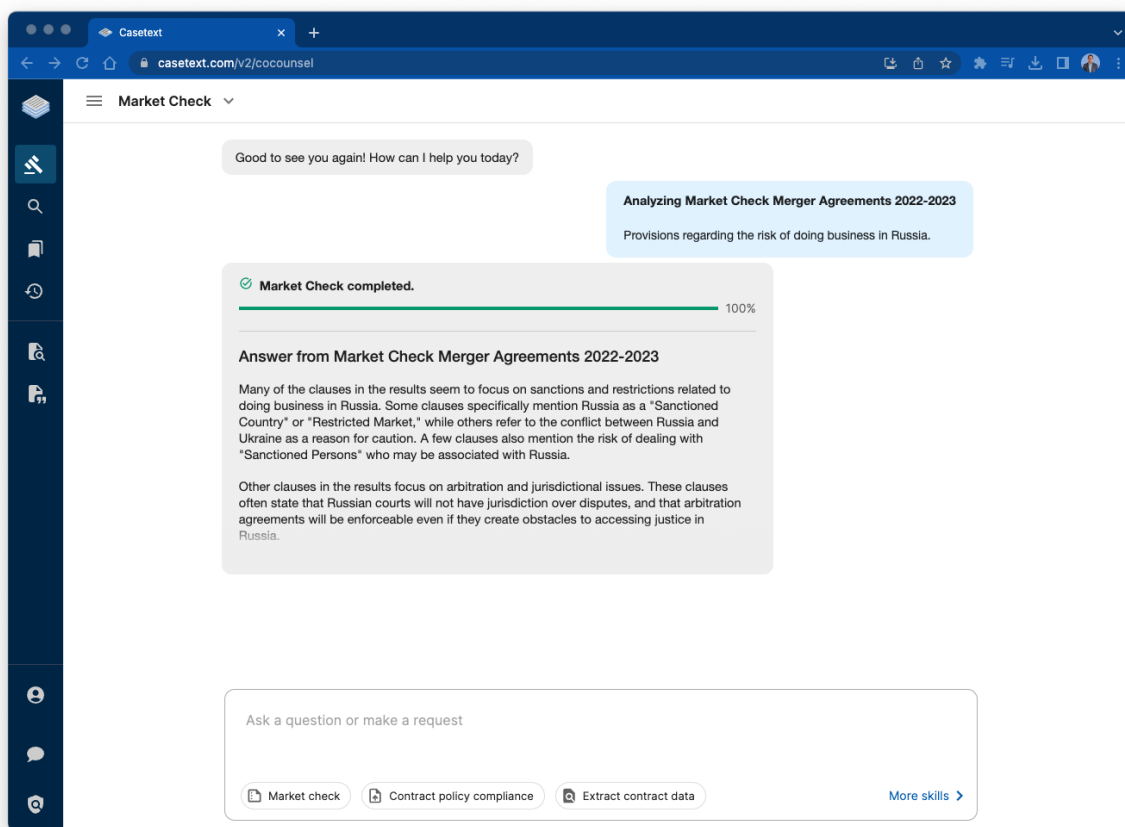
6. Market Check's Full Response. The full response will include the explanation and filters from the original request, the option to "Do Another Check," and a response in two main parts:

1. An answer that summarizes content from the relevant contracts; and
2. The list of the relevant contract documents summarized in the answer, including:
    - Collapsable document sections for navigation
    - Clickable document titles to open the underlying contract
    - Highlighted quotes to assess relevance
    - Page cites for targeted review

Use CoCounsel's Results: Click download or copy to use the results.

How did we do? We do not train CoCounsel's AI with your interactions. We do read all of your feedback! Give a quick 👍 or 👎 + comment.
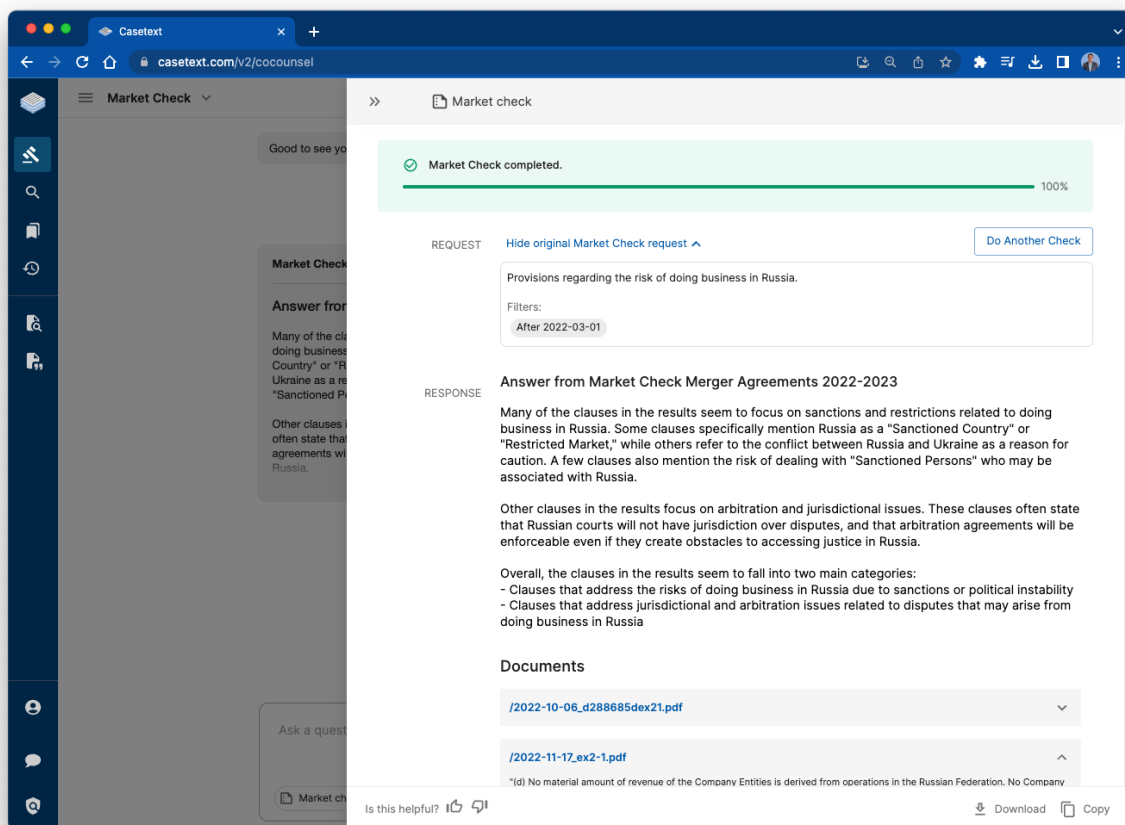
How are Market Check and Extract Contract Data skills different?

Market Check and Extract Contract Data skills both identify terms across a set of contracts, but these skills are used for different purposes:

- Market Check provides an overview of trending contract terms.
- Extract Contract Data provides answers to specific questions about contract terms.

How do Market Check and Extract Contract Data skills work together?

Use Market Check and Extract Contract Data skills together for better insights. For example:

Start with Market Check

1. Use Market Check to find trending terms in an AllSearch database of your contracts.

The database selected is "atticus-contracts-lb2."
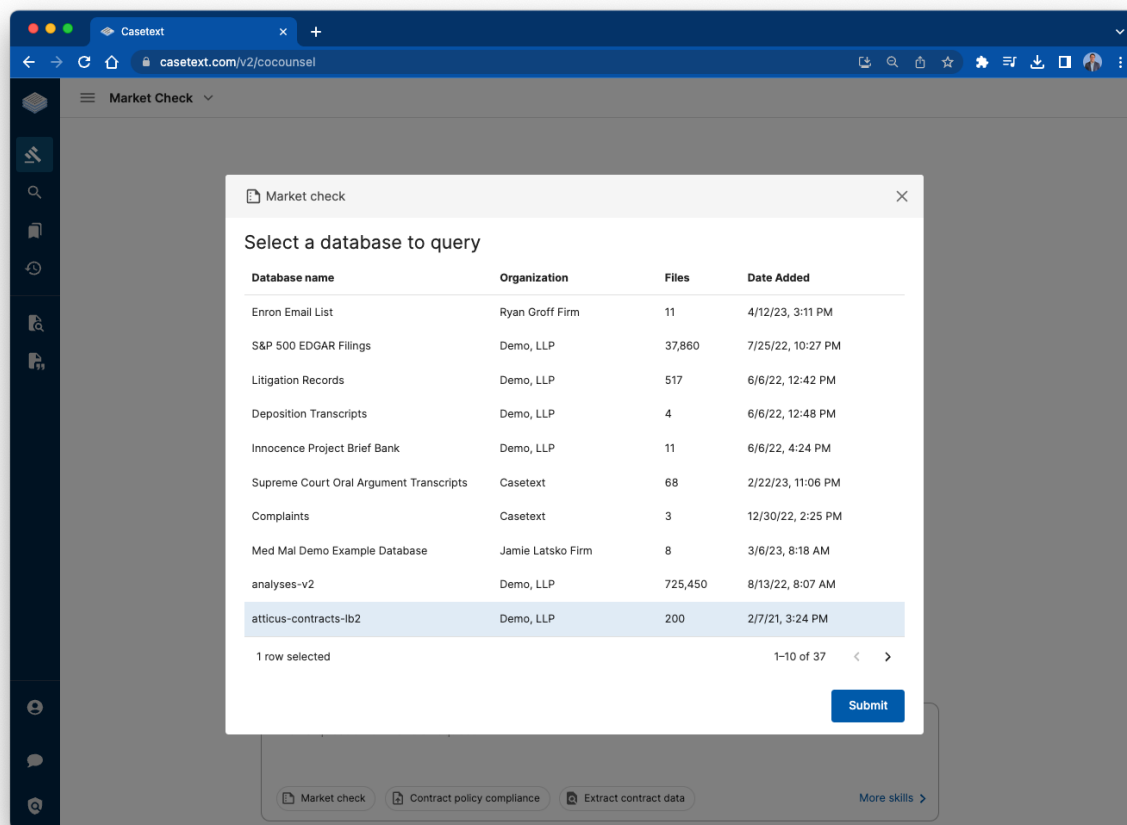
2. Your search is "What is the penalty for late delivery in product supply agreements?"

Applying filters to your databases will be available in future versions of this skill.
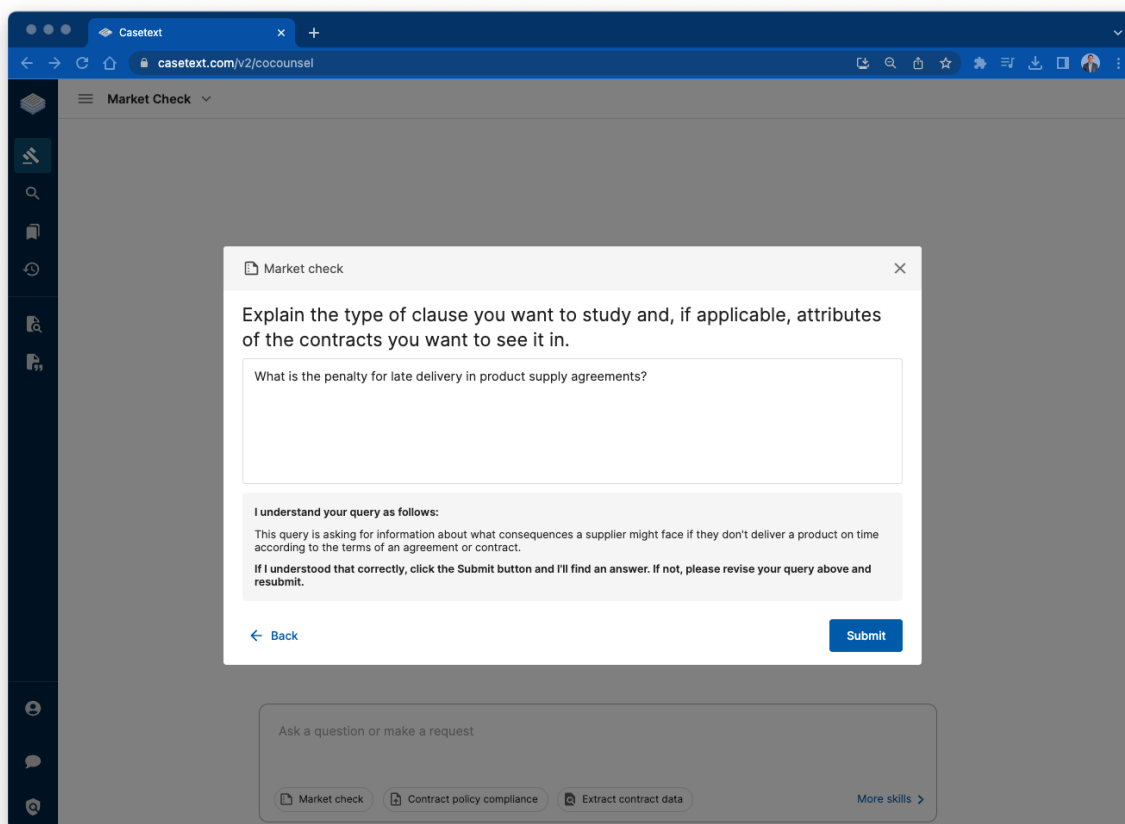
3. The results will provide a quick overview of trending language for late delivery penalties, including a list of the documents containing the relevant terms.
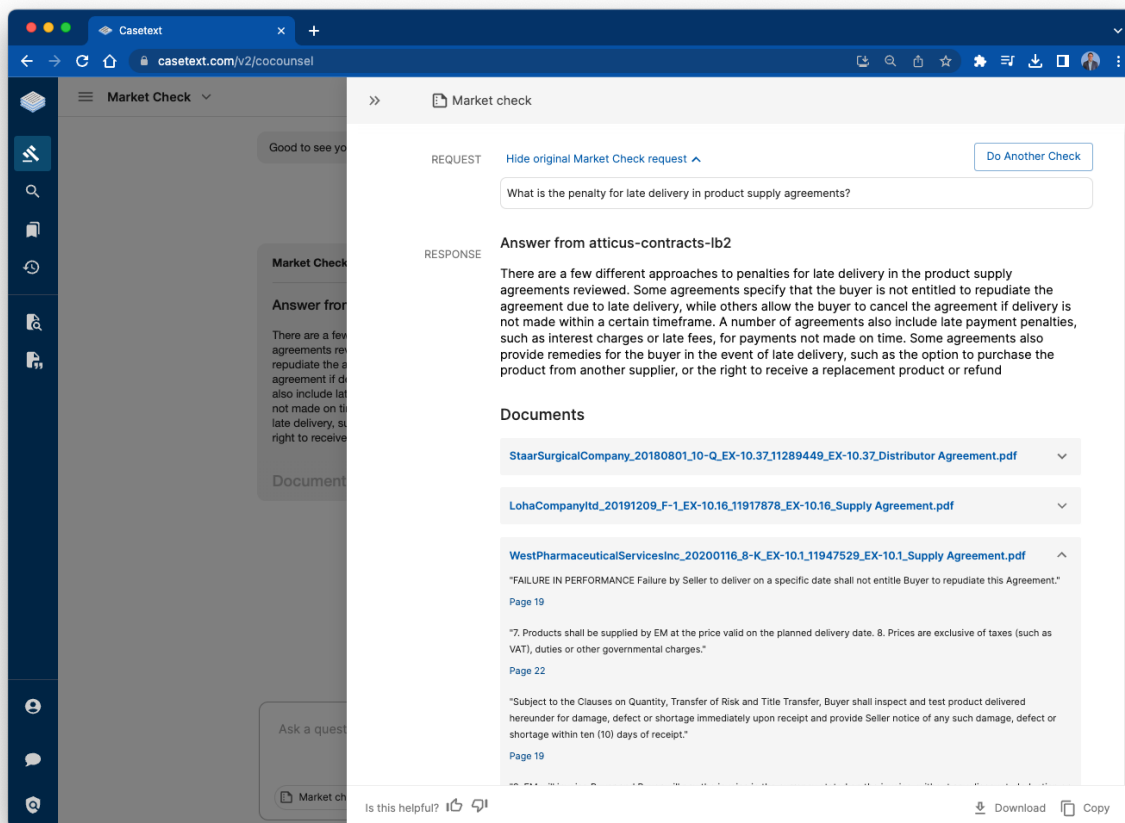
Continue with Extract Contract Data

After reviewing the trending language in your database of contracts, you may need answers to specific questions about the contracts in your database. Use Extract Contract Data to search the same AllSearch database for these specific answers.

1. Launch Extract Contract Data, select "See other upload options," and choose the same AllSearch database used in the Market Check skill.

The same database is selected: "atticus-contracts-lb2."
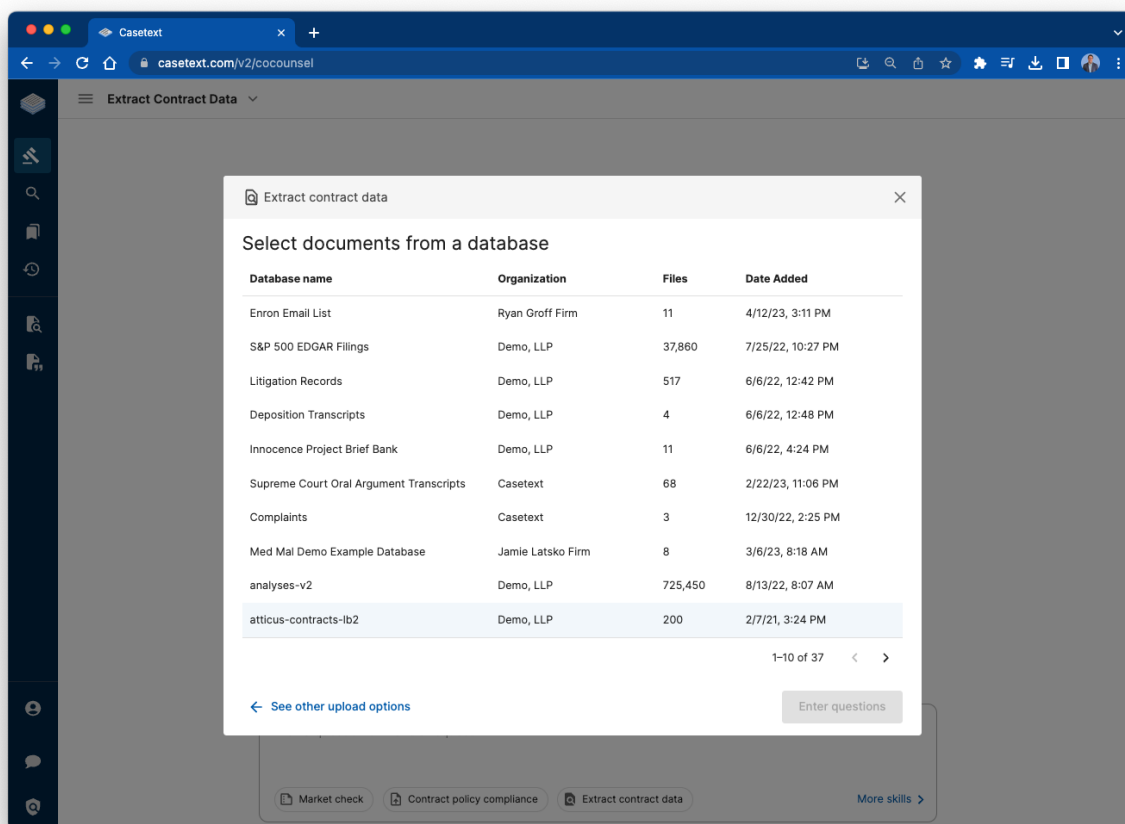
2. Select the contracts you want to search by either checking the box for all contracts on a page, or by checking the box next to individual contracts. Use the arrows to see more contracts in the database.
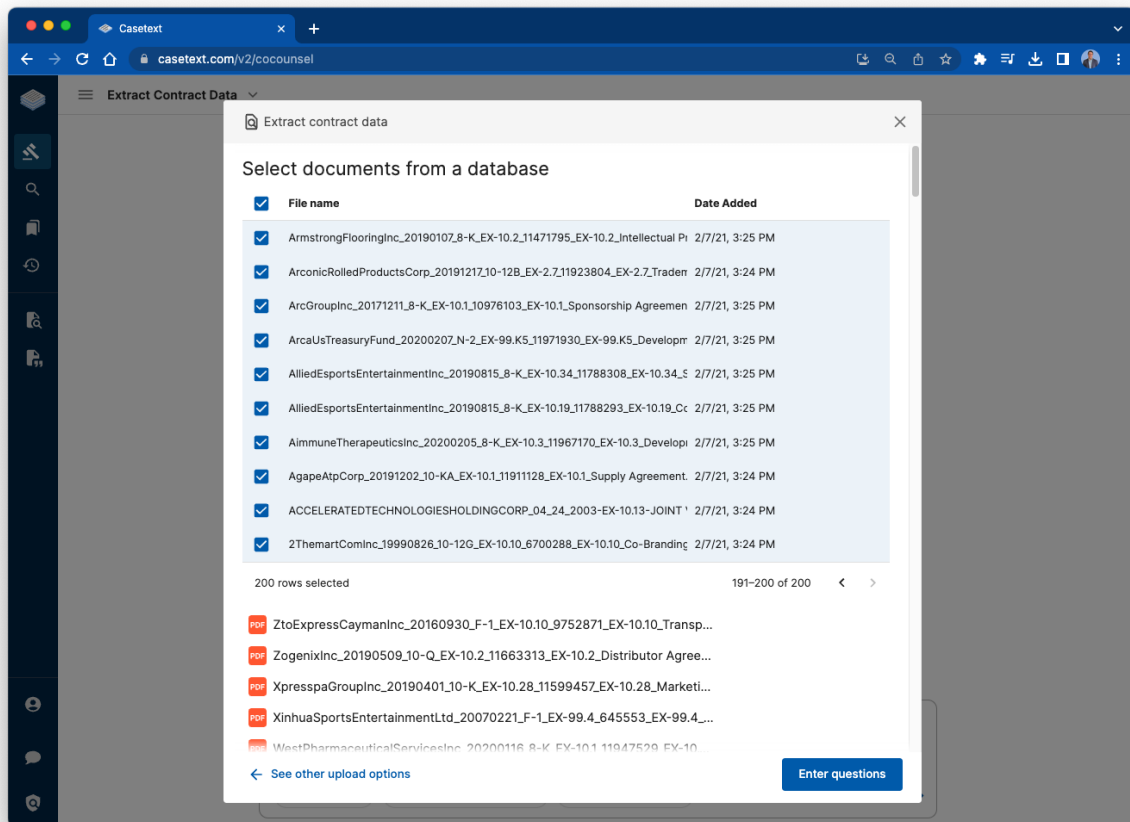
3. Enter your specific questions and select "yes/no" as the output format for each question. The questions entered are as follows: "Can buyers cancel the agreement for late delivery?" and "Is a fee assessed for late delivery?"

4. Export results as an Excel document.
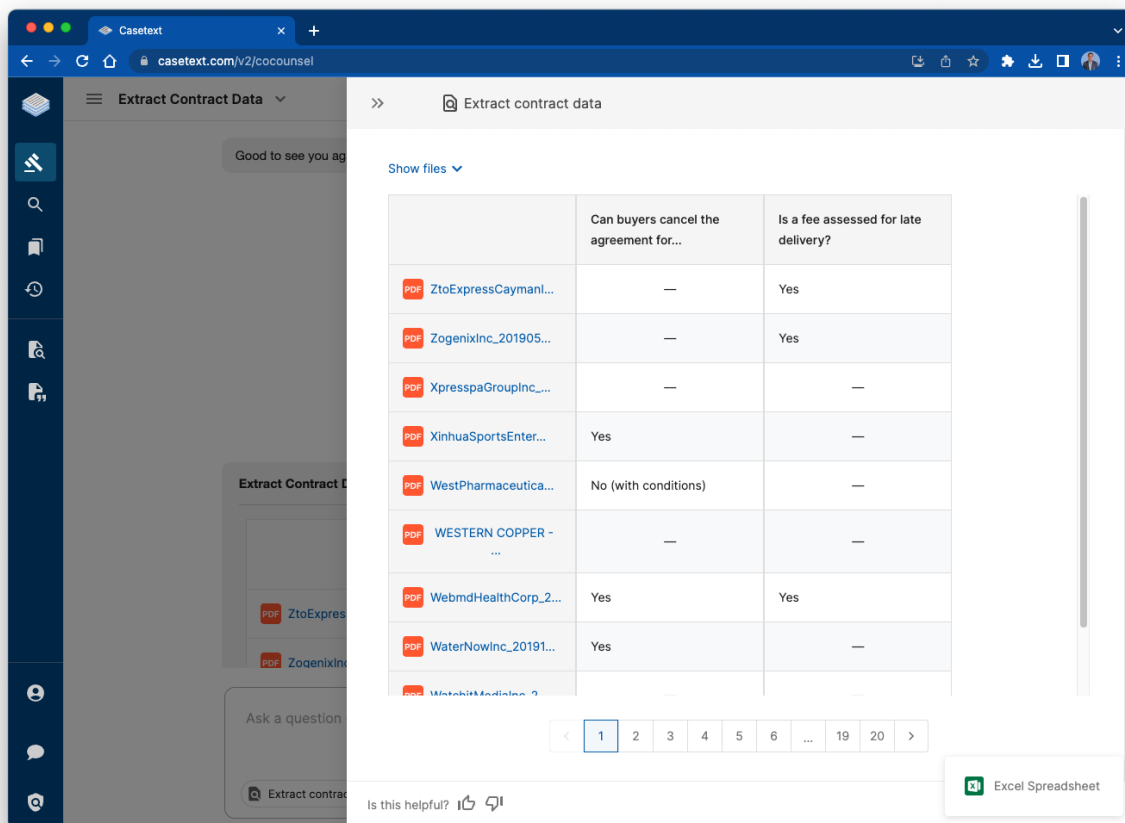
5. Open the spreadsheet to work with your extracted data. For example, you might filter results by the respective columns (Image 1), and then calculate the percentage of contracts answering Yes and No to the question "Can buyers cancel the agreement for late delivery?" (Image 2).

The actions in this step are taken within a spreadsheet application, like Microsoft Excel, Apple Numbers, or Google Sheets, and not within CoCounsel.

Image 1:

Image 2:

Can I perform tasks that are not covered by CoCounsel's Skills?

To use CoCounsel for functions not covered by our suite of applications (known as "skills"), you can launch CoCounsel and just start chatting in the dialog box, without clicking on the buttons to launch any skills.

By default, CoCounsel's chatbot will recommend that you use a specific skill to answer your question. CoCounsel's skills include important "guardrails" to protect against hallucinations and bolster the accuracy of your results. If you want CoCounsel to be more creative and answer your question without recommending a skill, you can remove these guardrails by turning off "safety mode."

To turn off safety mode, start a new matter by clicking on the "New matter" option from the bottom right corner of the CoCounsel homepage. You will then see a dialog box, where you can enter a name for your new matter. This dialog box will also display a "safety mode" button. By default, "safety mode" is on:

You can turn safety mode off by dragging the toggle button to the left. The "safety mode" button will then turn from blue to gray, indicating it has been turned off. Then, enter your matter title and click "create matter" to start experimenting with CoCounsel's chatbot, without encountering the guardrails:

Turning off safety mode can help you use CoCounsel to come up with creative writing exercises. A few examples of how you can use CoCounsel without safety mode are provided below:

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You can ask our chatbot for help drafting a blog post:

Good to see you again! How can I help you today?

Please draft a blog post about how AI large language models will impact the practice of law.

As technology advances, the potential for artificial intelligence (AI) to impact the practice of law grows exponentially. One area of AI that is particularly relevant to the legal field is the development of large language models. These models are trained on vast data sets and can generate text that is both grammatically correct and contextually accurate.

One way that large language models could impact the practice of law is by automating routine tasks. For example, AI could be used to draft routine legal documents, such as contracts or pleadings. This would save lawyers time and resources, allowing them to focus on more strategic work.

Additionally, large language models could be used to improve legal research. AI could be used to analyze large volumes of case law and statutes, identifying patterns and connections that would be difficult for humans to discern. This could lead to more efficient and accurate legal research, which would ultimately benefit both lawyers and their clients.

Overall, the development of large language models has the potential to significantly impact the practice of law. By automating routine tasks and improving legal research, AI could help lawyers work more efficiently and make better decisions for their clients.

You can ask our chatbot for helping draft a press release:

Draft a press release about how XYZ law firm is using CoCounsel to become more efficient in their law practice.

XYZ law firm is excited to announce that they have implemented CoCounsel, a legal AI created by Casetext, into their practice. By using CoCounsel, XYZ law firm is able to streamline routine tasks, such as drafting legal documents and conducting legal research. This allows their lawyers to focus on more strategic work, ultimately leading to better outcomes for their clients. XYZ law firm is committed to staying at the forefront of legal innovation, and the use of CoCounsel is just one way they are achieving that goal.

You can ask our chatbot for ideas for a marketing slogan:

Come up with a marketing slogan that highlights the litigation prowess of XYZ firm.

Here are a few different options:

- XYZ law firm: where legal expertise meets courtroom tenacity.
- When it comes to litigation, XYZ law firm doesn't back down.
- For a winning edge in court, choose XYZ law firm.

Please note: CoCounsel's skills contain important safeguards to ensure accuracy and precision for legal tasks. You should not use the CoCounsel chat function to perform legal research or other tasks covered by our suite of CoCounsel skills, which have been specifically developed to understand legal authorities and other legal documents. You should also keep "safety mode" activated if you would like CoCounsel to respond to questions that have factual answers. CoCounsel's guardrails should be disabled only if you do not care about the accuracy of CoCounsel's responses and are just looking for creative ideas.