

Event Title:

ChatGPT and Generative AI Guide for Paralegals

Event Date and Time:

June 06, 2024 -- 02:00 PM EDT - 05:15 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **Insights on What ChatGPT Is, How It Works, and What It Can Do for Paralegals**
2:00 - 2:30, Myra Hamilton
 - A. Understanding Fundamental Concepts of Generative AI and ChatGPT
 - B. Differentiating ChatGPT vs. Other AI Models (Free and Paid Legal)
 - C. ChatGPT: Capabilities/Limitations
 - D. ChatGPT Use Cases for Paralegals
- II. **How to Get Started: Creating an Account, Obtaining Access, Custom Instructions, and Ensuring Accuracy and Confidentiality**
2:30 - 3:00, Myra Hamilton
- III. **Using ChatGPT to Automate Client Communication: Legal Best Practices**
3:00 - 3:30, Myra Hamilton
- IV. **Using ChatGPT to Draft Production Requests and Other Documents**
3:45 - 4:45, Myra Hamilton
 - A. Practical Guidance for Using ChatGPT to Draft Documents and Conduct Legal Research
 - B. Dos and Don'ts of Using ChatGPT to Summarize Case Law
 - C. Fact Checking and Validating Results: Why It Matters
 - D. Tips for Conducting E-Discovery Using ChatGPT
 - E. Best Practices in Using ChatGPT to Automate Other Legal Tasks
- V. **Top Tips for Writing Effective ChatGPT Prompts (With Sample Prompts)**
4:45 - 5:15, Myra Hamilton
 - A. Writing Specific and Clear Instructions
 - B. Context, Parameters, and Hints
 - C. Useful Shortcuts

Event Description:

ChatGPT and other generative artificial intelligence (AI) tools are spreading like wildfire throughout law firms. Do you know how to use these innovative technologies to your advantage? This practical course teaches you the fundamentals of ChatGPT and delves into its use cases for paralegals. Keep your skills current - register today!

- Identify different use cases of generative AI for paralegals.
- Walk through best practices for automating client communication with ChatGPT.
- Pick up strategies for drafting legal documents.
- Improve your ChatGPT prompts with tried-and-true tips from our experienced faculty.

**Any mention of specific products in this program is intended as part of a general overview and does not constitute IPE's endorsement or recommendation of any specific product or provider. This program is not sponsored by any technology or electronics provider.*

Who Should Attend:

This **intermediate level program** is designed to provide attendees with tips and tricks for using ChatGPT and other forms of generative AI in the law firm. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

Myra Hamilton is an attorney with Hamilton Entertainment & Employment Law, LLC in Memphis, Tennessee, where she handles federal and state workplace matters inclusive of those regulated by the U.S. Department of Labor, United States EEOC Experience, Tennessee Human Rights Commission and the Tennessee Department of Labor. Ms. Hamilton has been retained by employers to conduct workplace investigations of personnel records, interviews employees, and write the official defense position statement directly to the United States EEOC and state agencies in response to allegations of unlawful and discriminatory employment practices. She has served on the Memphis Collective Bargaining Team during union negotiations, as well as counseled managers with union grievance issues. Ms. Hamilton has provided training on sexual harassment, FMLA, labor laws, policies, and has conducted new hire orientation for the city of Memphis. She is also a certified AI consultant, member of International Association of AI Consultants, AI chatbot and customized GPT architect, AI expert on training CHATGPT and AI prompt engineer. Ms. Hamilton was recently named 2024 President, Top 10 Women's Rights, The National Trial Lawyers; 2023 Super Lawyer; selected Power Player Employment Attorney for 13 consecutive years by *Inside Memphis Business*; selected Best in Bar by *Memphis Business Journal*; and voted Best Attorney in the 2020 and 2018 Best in Black Awards by *New Tri-State Defender Newspaper*. She earned her undergraduate degree from Virginia Union University and her J.D. degree from the Thurgood Marshall School of Law at Texas Southern University.