



Working Smarter in the Law Office: Practical AI Tools for Paralegals

by Drew Law Firm 2026

CAUTION

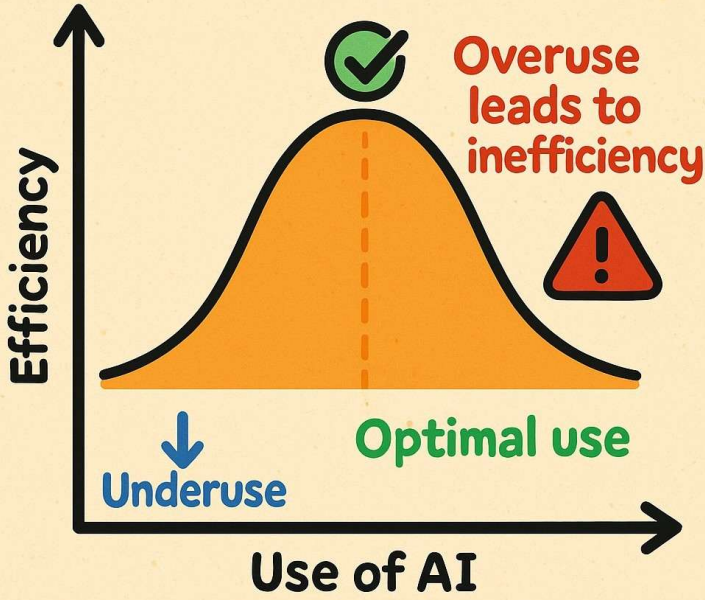
THIS PRESENTATION WAS CREATED WITH
THE ASSISTANCE OF ARTIFICIAL
INTELLIGENCE. VIEW AT YOUR OWN RISK.







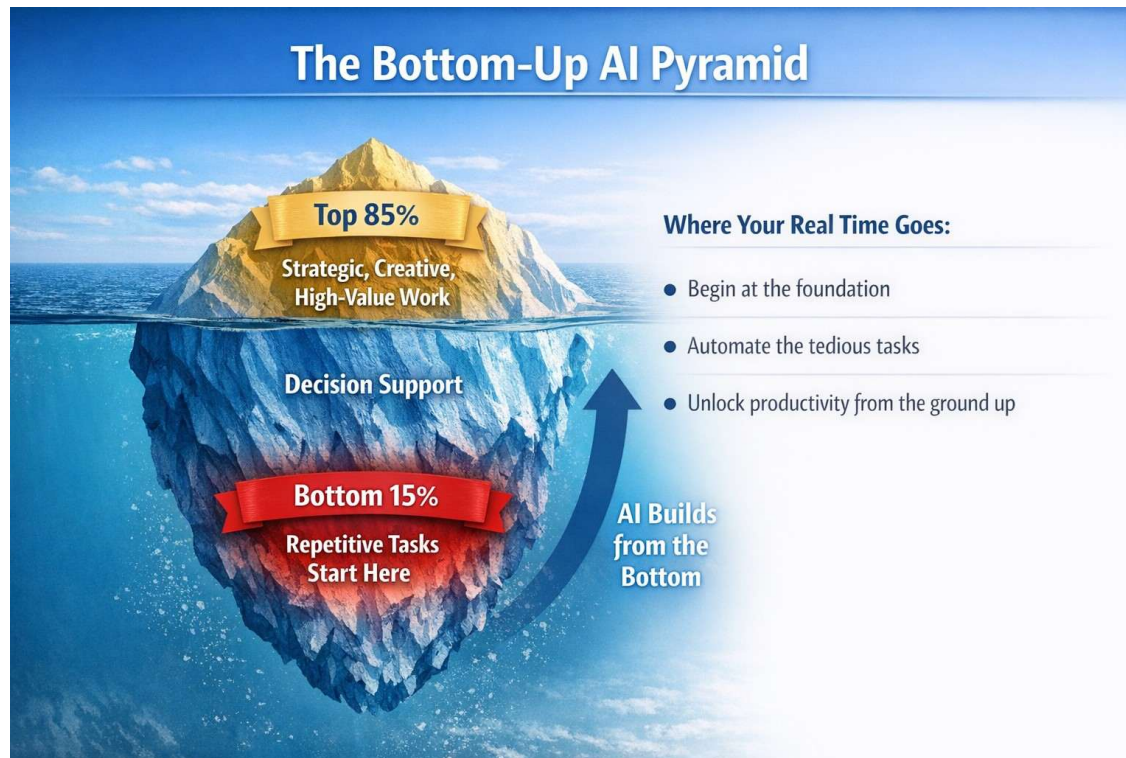
Use of AI





Okay, I'll plan on seeing you first thing Monday morning and we can go over this, okay?

The Bottom-Up AI Pyramid





Non-Negotiables for AI Use in a Law Office

Before Using AI in Any Law Office...



Paid Subscriptions

No free versions.
Paid platforms only.



Training Turned Off

Your firm's data
should not train
AI models.



Written AI Policies

A clear policy
governing proper AI use.

AI FOR PARALEGALS

— SMARTER TOOLS. STRONGER SUPPORT. —



Adobe AI Assistant

Summarize documents, analyze PDFs, and generate content with ease.



Microsoft Copilot

Boost productivity in Microsoft 365, draft documents, and automate everyday tasks.



Wispr Flow

Dictate and edit faster with AI-powered voice-to-text built for professionals.



ChatGPT for Teams

Research, brainstorm, and draft with advanced AI in a secure team environment.



TextExpander

Save time with snippets and templates that help you type smarter.



Zoom AI Companion

Enhance collaboration with real-time transcripts, summaries, and smart insights.



**WORK SMARTER.
SUPPORT BETTER.**



**ACCURACY &
CONFIDENCE**



**SAVE TIME
EVERY DAY**



**BOOST
PRODUCTIVITY**



**SECURE &
RELIABLE**

- *****FOR DEMONSTRATION PURPOSES ONLY. NOT TO BE RELIED UPON.**
- Client is advised that (Firm) uses various technology programs and applications in the furtherance of working on Client's matter. These include, but are not limited to, email communications, cloud computing, online case management and/or artificial intelligence, including generative AI. Client is advised that, as with all technology, there are inherent risks to the use of these technologies, including the risk of confidential information being inadvertently intercepted or disclosed. Firm agrees to use its best efforts to prevent any such disclosures and conduct due diligence into any applications or vendors to ensure that appropriate confidentiality safeguards are in place. If Client has any particular security or confidentiality concerns, Client should notify firm so that appropriate additional safeguards can be taken.
- 10. The Client acknowledges and agrees that xxxxx utilizes artificial intelligence (AI) tools to enhance efficiency, conduct legal research, draft documents, summarize medical records, summarize documents and assist with case management. These AI tools are used solely to support the work of licensed attorneys and legal professionals and do not replace attorney judgment, legal analysis, or the attorney-client relationship. The Firm takes reasonable measures to ensure that information processed through AI tools remains confidential and complies with applicable data privacy and legal ethics rules. However, the Client acknowledges that AI tools may be provided by third-party vendors, and while the Firm selects reputable providers, absolute data security cannot be guaranteed. The Client has the right to request that AI not be used in the handling of their case, understanding that this may affect the efficiency and cost-effectiveness of certain legal services.



Microsoft Copilot



Adobe
AI Assistant



ChatGPT

AI Braiding: Stronger Together

Use Microsoft Copilot, Adobe AI Assistant, and ChatGPT together as checks and balances for better, smarter results.





Microsoft Copilot KEY CHANGES AS OF APRIL 15, 2026

Smarter. More Powerful. Built for the Way We Work.

★ Copilot has evolved from an assistant to an autonomous agent that executes work and delivers real impact.

1 Copilot is Now an Autonomous Agent (Agent Mode)



Agent Mode is now the default experience in Word, Excel, and PowerPoint. Copilot performs multi-step actions—drafting, restructuring, formatting, analyzing, iterating, and validating—directly in your documents and files.

Why this matters:
A major shift from “prompt → answer” to “instruction → execution.”

2 AI-Generated Video Meeting Recaps in Teams



Copilot now creates short, narrated AI video highlight reels from your recorded Teams meetings—combining transcripts, key decisions, and video clips.

Why this matters:
Review time dropped from ~30–60 minutes to ~3–5 minutes.

3 Researcher Gains One-Click Multi-Format Output



Export the same analysis into PowerPoint slides, PDFs, infographics, or narrated audio summaries with one click—no re-formatting or copy-paste required.

Why this matters:
Analysis moves directly from research to deliverable.

4 Deeply Embedded Across Microsoft 365 Apps



Copilot is context-aware inside Outlook, Word, Excel, PowerPoint, Teams, and OneDrive. It acts across files, meetings, emails, and data sets without manual handoff.

Why this matters:
The friction of moving information between apps is largely eliminated.

5 Enterprise Governance & Admin Controls Expanded



- ✓ Admin controls for AI video generation
- ✓ Expanded auditability, logging & policy enforcement
- ✓ Tenant-level toggles to enable, restrict, or remove Copilot
- ✓ Integration with Purview, sensitivity labels & DLP

Why this matters:
Copilot is now enterprise-ready for regulated environments.

6 Free Copilot Chat Access Curtailed in Office Apps



As of April 15, 2026, free Copilot Chat inside Word, Excel, PowerPoint, and OneNote is removed or heavily throttled. Full in-app functionality now requires a paid Microsoft 365 Copilot license.

Why this matters:
Copilot has transitioned from an experimental feature to a fully monetized enterprise product.



5 RULES FOR EFFECTIVE AI PROMPTING



Better Prompts = Better Results

Use these 5 rules to get accurate, relevant, and useful results that save you time and elevate the work you do every day.

1



TELL THE AI WHO IT IS (ASSIGN A ROLE)

AI performs better when it knows the perspective it should take.

WEAK PROMPT
Summarize this document

BETTER PROMPT
You are a litigation legal assistant. Summarize this deposition and identify key admissions.

2



BE SPECIFIC ABOUT THE TASK AND OUTPUT

Vague prompts = vague results. Precision drives quality.

WEAK PROMPT
Write an email

BETTER PROMPT
Draft a professional email to a client requesting missing medical records in a polite and clear tone.

3



GIVE CONTEXT (WHAT IS THIS FOR?)

AI needs context to understand how to shape the response.

WEAK PROMPT
Summarize this

BETTER PROMPT
This is a deposition transcript for trial preparation. Summarize the key testimony and list important facts.

4



TELL IT HOW TO FORMAT THE ANSWER

You should control the structure of the output.

WEAK PROMPT
Summarize this report

BETTER PROMPT
Summarize this report in bullet points and create a timeline of events.

5



REFINE AND IMPROVE (DON'T STOP AT THE FIRST ANSWER)

AI works best as a conversation, not a one-time request.

WEAK PROMPT
(Accept the first answer)

BETTER PROMPT
Follow up with:
• Make this more formal
• Shorten this to three sentences
• Rewrite this for a client



BONUS TIP
LET AI ASK YOU QUESTIONS

If you're not sure what information to provide, let AI guide you.

"I want to prepare a client letter. Ask me questions so you can draft the best version."



Attribution to www.ernietheattorney.net *Check him out!*





Let's Play
Now!

Let's explore what AI can do
with powerful tools.



PARALEGAL
DJ

FOCUS
PLAN
EXECUTE
SUCCEED


Microsoft Copilot
Your AI partner
in productivity


Adobe AI Assistant
Create. Edit.
Elevate.


ChatGPT
Your AI assistant
for ideas, research,
and more.

PARALEGAL
DJ
Initiating

LET'S PLAY
WITH AI

AI MIXING IN PROGRESS