

Legal Practice and Artificial Intelligence

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Kim Kyung-jin

English PDF edition

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An online AI Library book by Kim Kyung-jin on legal research, drafting, evidence analysis, contract review, NotebookLM, and practical generative AI workflows for legal practice.

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Preface

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A new colleague has taken a seat at the lawyer's desk.

Since around 2024, Large Language Models (LLMs) have no longer been a topic exclusive to the technology industry. All industries, including medicine, finance, and education, are seeking ways to coexist with AI, and the legal field is no exception.

Legal work, which handles vast amounts of text and where logical reasoning and precise linguistic expression are vital, is the very domain where LLMs can exert their greatest power.

The reality, however, is challenging. Many lawyers are at a loss as to specifically where and how to begin. Should they use it for case law research, entrust it with drafting complaints, or apply it to contract reviews?

Can the results generated by AI truly be trusted? How should the so-called 'hallucination' issue be managed? Is client confidentiality secure?

Faced with these questions, many legal professionals are unable to take the first step.

This book was written for that very first step. Based on over 30 years of practical experience, I have systematically organized the ways in which AI can actually assist at each stage of legal work.

It covers nearly every aspect of a lawyer's practice, from methods for searching and analyzing precedents and statutes in legal research; techniques for drafting civil, criminal, and administrative litigation documents and designing argumentative structures; strategies for extracting key facts and identifying contradictions from hundreds of pages of evidence; processes for identifying risk clauses in contracts and deriving amendments; and even M&A due diligence and compliance checks.

This book emphasizes two things. First, AI is a tool that augments, rather than replaces, lawyers. All results generated by LLMs must undergo a lawyer's professional judgment, and final responsibility always lies with the human.

Second, it presents specific prompts and workflows that can be used immediately in practice. It aims to be a practical manual that can be applied in the office tomorrow, rather than a discussion of theoretical possibilities.

From methods for transcribing audio files to use as evidence in legal documents, to techniques for merging large volumes of PDF evidence into a single file for efficient AI input, and collaboration processes linking NotebookLM with Claude and ChatGPT to process case records spanning hundreds of pages, this book contains solutions to the practical hurdles encountered in the field.

The era of Legal AI has already begun. I hope this book serves as a reliable guide for my fellow legal professionals.

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Attorney · Former Member of the National Assembly · AI Policy Researcher

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Part 1 Core Principles of the AI Era

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Part 1: Core Principles of the AI Era

1. AI, Phones, and Computers: Accessible to Everyone via Text or Voice

AI is no longer a technology reserved for specialists. Anyone can use it immediately with the devices they already own, such as computers, tablets, and smartphones. The key message here is that "even ordinary people can easily use AI functions."

Just five years ago, using AI required learning programming languages like Python, building GPU servers, and understanding complex command systems. It was a barrier too high for the general public. However, the emergence of ChatGPT at the end of 2022 changed the situation completely.

Now, just like sending a message on KakaoTalk, if you type "Recommend a menu for dinner tonight" in Korean in a chat window, the AI responds kindly. This is revolutionary because it marks the democratization of technology. For example, when the Internet first appeared in the 1990s, you had to install a modem and go through complex connection procedures.

But now, you just connect to Wi-Fi and you're done. AI is undergoing the same process. Technical barriers are disappearing, and an era where "you just have to speak" has arrived.

Notably, AI can also be accessed via voice. Seniors who find typing difficult, people who are driving, or those in situations where their hands aren't free can talk to AI using voice commands like "Siri" or "Hey Google." The ChatGPT app already provides a voice conversation feature, and Claude also supports voice mode.

Let's look at a real-life example. If a person in their 70s opens the Claude app on their smartphone, presses the microphone button, and says, "My grandchild is in the 3rd grade of elementary school; what would be a good birthday gift?" the AI will recommend age-appropriate gifts.

It provides specific suggestions ranging from Lego sets to science experiment kits and popular children's books. This is an era where even those who don't know much about computers can have a world-class AI assistant with just a smartphone. Furthermore, the diversity of access devices means the elimination of spatial constraints.

You can write a report with AI on a large desktop screen at home, ask simple questions on your smartphone while on the move, and study with AI on a tablet at a cafe. AI has become an assistant by your side anytime, anywhere.

2. Various AI Platforms

You can see the actual screens of various AI services currently available at a glance. Interfaces for diverse AI chatbots like ChatGPT, Claude, Gemini, and Copilot are placed side by side. This shows that there isn't just one AI service, but a wealth of options.

To use a familiar analogy, it's like portal sites. When searching in Korea, you don't just have Naver; you have various choices like Google, Daum, and Bing. Similarly, AI chatbots are provided by different companies, each with its own strengths.

Looking at the characteristics of major AI platforms: ChatGPT, created by OpenAI, is the original conversational AI. It was the first to be popularized and has the largest number of users, supporting a wide range of tasks from daily conversation and writing to coding and image generation.

Claude, created by Anthropic, is particularly strong at analyzing long documents or writing sophisticated text. If you upload a 200-page PDF and say, "Find clauses in this contract that are unfavorable to our company," it will find them accurately. Gemini, created by Google, integrates naturally with Google Search, Gmail, and Google Drive.

Tasks like "Find the meeting minutes from last month in my Google Drive and summarize them" are possible. The important thing is that the way you use all these services is essentially the same. There is a chat window, and if you input what you want in natural language (everyday language), the AI answers.

Anyone who knows how to use KakaoTalk can use AI. Once you learn how to use one AI, you can quickly learn the others, just as switching from a Samsung smartphone to an iPhone follows the same basic principles. In practice, it's good to choose and use different AIs depending on the situation.

For example, use Gemini when you need a quick information search, Claude when you need to write a long report, and ChatGPT when you need to generate images. It's similar to choosing between a pencil, a ballpoint pen, and a fountain pen depending on the occasion. Let's look at a simple prompt example.

You can enter this in any AI: "I am a worker in my 50s. Tell me an exercise routine I can do within 30 minutes after work. Since my knees aren't great, please suggest something that doesn't strain them."

If you put this single question into ChatGPT, Claude, and Gemini respectively, you can receive answers in slightly different styles and choose the one you like best.

3. LLMs: The Core of Natural Language Processing (NLP)

This section explains the technical background of AI. It states that LLMs (Large Language Models) are the core of NLP (Natural Language Processing). These terms might feel difficult, so let's break them down one by one.

First, what is "natural language"? Natural language is the speech we use every day. Korean, English, Japanese, and any other language naturally used by humans—such as "What should we eat for lunch?"

, "I have to submit this document by tomorrow," or "It looks like it's going to rain, so take an umbrella"—is natural language. The opposite concept is "programming language," which is an artificial language created by humans for computers.

"Natural Language Processing (NLP)" is the technology that allows computers to understand, analyze, and generate human speech. NLP technology existed in the past, with smartphone automatic translators and spam email filtering being representative examples. However, their performance was quite poor.

Many will remember the days when putting Korean into Google Translate resulted in awkward English. But with the advent of LLMs, the level of natural language processing has jumped significantly. An LLM is, as the name suggests, a "Large Language Model."

"Large" has two meanings. First, the amount of data it has learned is enormous. It has learned billions of webpages, millions of books, papers, news articles, and Wikipedia in their entirety.

Second, the size of the model (parameters) is immense. GPT-4 has hundreds of billions of parameters, which means there are hundreds of billions of links that remember the relationships between words, much like neural connections in the brain.

To use a metaphor: if previous NLP AI was an "English-Korean dictionary," an LLM is like a "foreigner who has lived in Korea for 30 years and perfectly understands Korean culture." An English-Korean dictionary would translate "How are you?" literally, but the foreigner who has lived in Korea for 30 years would naturally translate it as "Well-being?"

Furthermore, they understand that "Have you eaten?" is actually a greeting. The reason LLMs are so excellent lies in their training method.

LLMs repeat the training of "predicting the next word." They have practiced predicting what word comes next in a sentence like "The weather today is really ____" trillions of times. In this process, they naturally learn grammar, context, common sense, logic, and even emotional expression.

You can check an LLM's natural language understanding yourself with a prompt example. "Analyze the hidden meaning of the following sentence: 'The manager praised your report in today's meeting, but he did say it was a bit long.'

"If you input this, the AI doesn't just provide a simple translation; it identifies the context that it's 'praise on the surface, but indirect feedback to shorten the report' and explains it. This is the power of LLM-based natural language processing.

4. AI Possesses Global Knowledge and Even "Thinks"

The core message of this content is very powerful: "You can think of AI as possessing the knowledge of the entire world." It then presents three core abilities numbered 01, 02, and 03. The first (01) is the "ability to answer diverse and complex questions."

AI has knowledge in almost every field, including medicine, law, science, history, literature, cooking, and sports. It doesn't just "know" things; it possesses knowledge at the level of an expert in each field.

For example, if you ask, "Explain common treatment options for a patient with stage 3 colon cancer," it explains choices such as surgery, chemotherapy, and radiation therapy along with medical evidence. Of course, actual medical judgment must be left to a doctor, but it is a great help for a patient to understand their situation.

The second (02) is the "ability of LLMs to understand and learn the meaning and context of language." AI doesn't simply search for data; it identifies the intent of a question and generates a response suitable for the context. It accurately determines from context whether the word "apple" refers to the "fruit apple" or an "apology."

If you say, "Write an email apologizing to the team leader," it won't talk about fruit. The third (03) is that "diverse tasks such as generating new things, classifying, and summarizing are possible." AI doesn't just bring existing information; it can write new text, write code, analyze data, and create images.

You can experience these three abilities at once through a prompt example: "Create a one-week meal plan good for hypertension (Knowledge), explain the medical basis for choosing each menu (Context Understanding), and organize this into a table so I can stick it on the refrigerator (Generation)."

In response to this one question, the AI answers by mobilizing all three abilities. It utilizes the world's medical knowledge, contextually understands the questioner's request, and generates content in a new form (a table).

5. AI as a Tool for Creation

This content emphasizes that AI is not just a simple information delivery tool, but a tool that actually "creates" something. The core message is: "It's not just about delivering information; it can understand charm and provide answers, and even create things that didn't exist before." This corrects the biggest misconception about AI.

Many people think of AI as just an "upgraded version of a search engine." They mistakenly believe that just as searching on Naver or Google finds existing webpages, AI also just brings existing information. However, AI goes far beyond that.

AI's creative ability is largely divided into two paths. One is that "it can do anything because it is smart," and the other is that "its intelligence is utilized to expand into various functions." Let's look at

the first one specifically.

If you ask an AI to "create promotional poster copy for a bakery in my neighborhood," it creates new copy that didn't exist anywhere in the world. It generates copy like, "Freshly baked happiness every morning, warming your day." This isn't copied from somewhere; it's a new creation based on the language patterns the AI has learned.

Second, this creative ability expands into various fields. It's not just writing. It can write code to create websites, analyze Excel data to draw graphs, compose music, and write video scenarios.

Here is an actual prompt example: "I run a tteokbokki shop in a traditional market. Create 5 promotional phrases to post on Instagram and one emotional introductory phrase to use on the shop menu."

When the AI receives this request, it comprehensively considers the atmosphere of a traditional market, the appeal of tteokbokki, the characteristics of Instagram users, and the role of a menu board to create completely new content. This is the true power of AI to "create things that didn't exist."

"There is a team dinner this Wednesday; please write an announcement email for attendance. The location is a Hanwoo (Korean beef) specialty restaurant near Gangnam Station, and the time is 7 PM. Please also include a request to reply by Tuesday regarding attendance."

In this way, the AI creates a one-of-a-kind email with the appropriate tone and format for a business email.

6. The Core of AI: Beyond Information Delivery to Contextual Understanding and Creation

This content distinguishes the three dimensions of AI even more clearly: "It's not just about delivering information. It can understand context and provide answers. It even creates things that weren't there before."

It then presents two perspectives: "It can do anything because it is smart" and "Its intelligence is utilized to expand into various functions." This is easy to understand if you compare it to a human. Simple information delivery is like an "encyclopedia."

It informs you of facts, such as "The population of Seoul is about 9.5 million." This is what a search engine does.

Contextual understanding is like an "experienced counselor." To the question "I'm very stressed at work lately. Should I quit?"

It doesn't just provide "turnover rate statistics" but continues the conversation by grasping the context: "What part is difficult for you? Is it workload or interpersonal issues?" Creation is like a "skilled assistant, writer, and designer."

If you say, "I have an investor meeting tomorrow; please create presentation materials," it constructs completely new presentation content that didn't exist before. The perspective that "it can do anything because it is smart" refers to the general intelligence of AI.

It means a single AI can provide legal advice, give cooking recipes, do coding, and write poetry. For a human, this would be like being a lawyer, a chef, a programmer, and a poet all at once—something impossible in reality, but possible for AI.

The perspective that "its intelligence is utilized to expand into various functions" means that when AI is combined with other tools, its abilities grow exponentially.

AI is powerful on its own, but when combined with Internet search, it can grasp the latest information; when combined with Excel, it can perform data analysis; when combined with image generation tools, it draws pictures; and when combined with email, it sends messages automatically.

Let's look at a prompt example: "Analyze my cafe's sales data from last month (Context Understanding), tell me the top 5 best-selling menu items (Information Delivery), and write a promotion plan for this month (Creation)."

Within a single request, information delivery, contextual understanding, and creation are all present, and the AI processes all three simultaneously.

7. Eight Major Fields Where AI Can Help

Here, the main fields where AI can be utilized are organized into 8 categories. They are divided into 1. Literature, 2.

Natural Sciences, 3. Arts and Education, 4. Communication and Computing, 5.

Travel and Tourism, 6. Medicine and Health, 7. Regional and Activity Venues, and 8.

Others. The core message of this classification is that "AI is not just for specific fields, but can be utilized in almost every area of human life." Let's look at each field specifically.

1. In Literature, AI is a powerful writing partner. It outlines novel plots, writes poetry,

drafts essays, translates, and corrects grammar. If you ask it to "polish this self-introduction to be more impressive," it provides immediate improvements.

2. In Natural Sciences, AI assists with explaining scientific concepts, analyzing experimental data, and reviewing research papers.

For instance, if you ask it to "explain the principles of photosynthesis for a middle school student," it provides an explanation suited to that level.

3. Arts and Education are fields where AI's creative abilities shine most. It can generate images, compose music,

design educational curricula, and create quizzes.

4. In Communication and Computing, AI helps with writing code, designing systems, and troubleshooting network issues.

Even those without programming knowledge can receive working code by asking it to "create a simple household account book app."

5. In Travel and Tourism, AI creates personalized travel itineraries. If you request, "Plan a 4-day trip to Jeju Island for my parents in their 70s,

focusing on routes that don't require much walking," it will produce a detailed schedule.

6. In Medicine and Health, AI assists with providing health information, analyzing symptoms, designing exercise routines, and managing diets.

While it cannot replace professional medical judgment, it serves as an excellent guide for health management.

7. In Local and Activity Venues, AI recommends restaurants, provides information on cultural facilities, and shares local event news.

8. The "Others" category represents infinite possibilities not included in the sections above.

Here is a prompt example: "Recommend activities I can do in Busan this weekend. In the morning, help me with a healthy workout (Health); for lunch, a restaurant tour (Local); in the afternoon, a visit to an art museum (Arts); and in the evening, a book summary for a presentation at a reading club (Literature)."

With a single request, it is possible to utilize 4 out of the 8 fields simultaneously.

8. Expert Roles AI Fills in Business and Finance

Finally, we list specific expert roles that AI can perform in the fields of business and finance. Roles such as investment analyst, management consultant, marketing expert, finance expert, data scientist, and trend analyst are presented. The implications of this are profound.

In the past, hiring such experts cost millions to tens of millions of won per month. It was something only large corporations could afford. But now, through AI, individual entrepreneurs and small business owners can also receive these expert-level services.

Let's look at each role specifically. In the role of an investment analyst, AI analyzes a company's financial statements, identifies industry trends, and organizes the information necessary for investment decisions. Of course, the final investment decision must be made by the individual, but it significantly shortens the analysis process.

In the role of a management consultant, AI assists in writing business plans, SWOT analysis, competitor analysis, and establishing market entry strategies. AI can do much of the work that used to be given to McKinsey for hundreds of millions of won.

In the role of a marketing expert, AI performs target customer analysis, writes advertising copy, plans SNS content, and establishes email marketing strategies. In the role of a finance expert, AI provides information on comparing loan conditions, analyzing insurance products, and tax reduction strategies.

In the role of a data scientist, AI analyzes Excel or CSV data, finds patterns, visualizes them, and suggests predictive models. In the role of a trend analyst, AI analyzes the latest market trends, changes in consumer behavior, and the direction of technological development. Here is a prompt example: "I run a small cafe in Seoul.

Perform a SWOT analysis of our cafe like a management consultant, establish an Instagram marketing strategy like a marketing expert, and tell me the cafe industry trends for 2026 like a trend analyst." With this one prompt, you get the effect of hiring a management consultant, a marketing expert, and a trend analyst all at once.

For an AI subscription fee of around 20,000 won per month, you are essentially receiving consulting worth tens of millions of won. This is the biggest opportunity in the AI era, and it is why it is becoming a game changer, especially for the self-employed and one-person businesses.

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Attorney · Former Member of the National Assembly · AI Policy Researcher

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Part 2 Five Principles for Using AI Properly

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Part 2: Five Core Principles for Using AI Properly

1. AI Can Be Wrong

This single sentence is a grand principle that everyone using AI must take to heart. No matter how smart an AI seems or how confident its tone may be, it can be wrong. This is technically referred to as "Hallucination."

It is a phenomenon where AI generates plausible-sounding but false information as if it were factual. Why does this happen? It makes sense once you understand how AI works.

AI creates sentences by connecting the "word with the highest probability of coming next." This is fundamentally different from "knowing the correct answer."

To use an analogy, AI is less like a student who clearly knows the correct answer during an exam, and more like a student who, after reading tens of thousands of books, infers that "the answer to this question is likely to be this." In most cases, it is correct, but sometimes it writes a wrong answer with a completely confident expression.

Let's look at a specific example. If you ask an AI for a "list of books by Kim Gu," it might provide the actually existing *Baekbeomilji* alongside a plausible-sounding but non-existent title like "*My Motherland* (1945)." The AI does not do this with the intent to lie.

Since the person "Kim Gu" is frequently associated with words like "independence movement" and "motherland" in data patterns, it simply created a plausible combination. This issue can be particularly serious in the legal field.

For instance, if you ask for the "summary of Supreme Court Decision 2020Da12345," the AI might provide a detailed explanation of a case that doesn't actually exist as if it were real. It can perfectly fabricate everything from the case number and the judicial panel to the summary of the judgment.

In the United States, there was an actual incident where a lawyer was disciplined for submitting fake precedents created by ChatGPT to the court. The same applies to medical information. To a question like "Can I take this medicine with that medicine?"

, the AI might confidently reply, "Yes, it's fine," even when there could be serious drug interactions in reality. Does this mean we shouldn't use AI at all? Absolutely not.

The key is to treat AI's response as a "starting point," not a "destination." You simply need to build the habit of double-checking based on the information provided by the AI. This is the same principle as not unconditionally believing internet search results.

As a prompt example, here is a way to increase AI accuracy: "Tell me the definition of sensitive information in the South Korean Personal Information Protection Act. Provide it with the exact article number, and mark any parts you are unsure of as 'Check Required'.

" By requesting to "mark uncertainties" like this, the AI often flags its own uncertainty, allowing you to filter out errors in advance.

2. Even with Errors, It Is Faster and More Efficient than Human Work in Volume and Quality

The second principle is a crucial perspective that pairs with the first. "Yes, AI can be wrong. But it is still much faster and more efficient than doing it manually."

You must understand both of these simultaneously to truly leverage AI. For example, let's say a lawyer needs to review a 100-page contract. If a person reads it directly to find problematic clauses, it takes at least half a day, or a full day if done thoroughly.

However, if you give this contract to an AI and say, "Find all clauses unfavorable to Party B and classify the risk level as High, Medium, or Low," the results come out in 2 to 3 minutes. Even if 2 or 3 out of the 20 problematic clauses found by the AI are wrong, the remaining 17 or 18 are accurate.

It is overwhelmingly faster for a human to verify the 20 items shortlisted by the AI than for a human to read all 100 pages from scratch. Let's think about this in numbers. Suppose it takes 8 hours for a person to review 100 pages directly with an accuracy of 90% (since humans also miss things due to fatigue).

If you delegate it to AI first and then have a human verify it, it takes a total of 1 hour and the accuracy becomes 95%. The time is reduced to one-eighth, and the accuracy actually goes up. Humans make mistakes, too.

In particular, while human errors increase when tired, AI maintains the same performance at 3 AM as it does at 12 PM. The same goes for writing. Suppose you are drafting a newspaper column.

Writing an 1,800-character column from a blank page usually takes 3 to 4 hours. Including research, outlining, drafting, and proofreading, it can take all day. However, if you tell an AI, "Draft a column comparing Korea's Framework Act on AI with the core contents of the recent EU AI Act," a draft appears within a minute.

This draft isn't perfect. Some expressions might be awkward, and some facts need checking. But revising based on this draft takes only 30 minutes.

The total working time is reduced from 4 hours to 30 minutes. Translation is even more dramatic. Translating a 30-page English paper into Korean would take a professional translator 2 to 3 days.

AI translates the whole thing in 5 minutes. Even if the translation quality is at the 80–90% level, half a day is enough for an expert to polish it. A three-day task is reduced to half a day.

Here is a key prompt example: "Translate the following English contract into Korean. Translate legal terms according to South Korean legal terminology conventions, and for ambiguous parts, provide the original text in parentheses." Doing this makes it much easier for a human to verify the AI's translation results.

3. You Must Fact-Check from a Critical Perspective

The third principle is the natural conclusion of the first and second principles. Since AI can be wrong (No. 1), but you receive results quickly (No.

2), you must verify them critically (No. 3). What is a "critical perspective"?

This doesn't mean you should doubt AI. It means a healthy habit of thinking "Is that really so?" when you receive an AI response.

It's the same concept as "media literacy" where you think, "Is this true? How did other outlets report it?" when reading a newspaper article.

We can call this "AI Literacy." There are several ways to fact-check. First, ask the AI for sources.

If you ask, "What is the source of what you just said?" , the AI will provide the basis for the information it referenced. However, as mentioned earlier, AI can also fabricate fake sources, so it is necessary to actually verify the provided sources.

Second is cross-verification. This involves searching for the information the AI gave you on Google or Naver. Information where accuracy is crucial, such as numbers, dates, proper nouns, and legal provisions, must be cross-verified.

Third is having the AI verify itself. This is a very effective technique. Let's look at a prompt example: "Critically review the answer you just wrote.

Check if there are any factual errors, logical leaps, or claims with weak evidence." Surprisingly, AI is quite good at finding errors in its own responses. This is similar to how typos become visible when you re-read something you wrote after some time.

By assigning the AI the "role of a critic," it points out problems it didn't see at first. Another effective prompt example is: "Summarize the main contents of the South Korean Framework Act on AI. However, for each item, indicate the 'Confidence Level' as High, Medium, or Low.

Mark things you know for sure as 'High,' things you know roughly as 'Medium,' and things that are close to guesses as 'Low. '" By doing this, the AI indicates where it is uncertain, so the user knows where to focus their fact-checking. To summarize the core principles of fact-checking: Always check numbers (statistics, dates, amounts, etc.)

Always check proper nouns (names of people, organizations, laws, etc.) Always check quotes (they might be fake quotes created by AI). Always check the latest information (AI training data has temporal limitations).

Making just these four things a habit will significantly increase the reliability of using AI.

4. Seek Answers from Multiple AIs Simultaneously

The fourth principle is very practical advice. Don't use just one AI; throw the same question to multiple AIs simultaneously and compare the answers. This is also the most effective way to fact-check as mentioned earlier.

Why ask multiple AIs? Each AI is a model trained by different companies using different data and different methods. Therefore, they provide different perspectives on the same question.

This is like seeking a "second opinion" at a hospital. Don't just trust one doctor's diagnosis; listen to the opinions of other doctors. Let's see specifically how to do this.

For example, enter the question "Outlook for the Korean real estate market in 2026" into ChatGPT, Claude, Gemini, and Copilot at the same time.

ChatGPT might focus on macroeconomic indicators, Claude might emphasize policy factors, Gemini might reflect real-time trends using Google search data, and Copilot might provide a different perspective based on Microsoft's data. Comparing the four responses yields very useful results. Content mentioned commonly by all four is highly reliable.

Content mentioned by only one and not the other three needs additional confirmation. If conflicting opinions appear, it's a signal that even experts are divided on the topic, so you should investigate more deeply. Here is a practical way to use it.

Open ChatGPT, Claude, Gemini, and Copilot tabs in your browser simultaneously, and copy and paste the same question into all four. You can get all four answers in 1–2 minutes. Then, by comparing the four answers, you can pick out the most accurate and useful information.

There is even a more advanced way. Have one AI verify the response of another. Here is a prompt example: "The following is a 'Summary of the EU AI Act' written by another AI.

Review if there are any factual errors in this content. [Paste the other AI's response]" Doing this allows the AIs to cross-verify each other, catching one AI's hallucination with another. This is the same principle as "peer review" in academic paper evaluation.

When you don't have time, it's good to get into the habit of asking at least two AIs. Especially for questions regarding important decisions (investment, law, health, etc.) , you must utilize multiple AIs.

Making a major decision based on only one AI's response is like judging the world after reading only one newspaper's article.

5. Paid Subscriptions Are Strongly Recommended (Using All Four Costs 120,000 Won)

The fifth principle is the most realistic and direct advice. To use AI properly, use the paid versions, and the cost is more affordable than you think. Even if you subscribe to all four major AI services, it only costs about 120,000 won per month.

First, you must understand the difference between the free and paid versions. The free version doesn't show the AI's true skills. This is like only driving around a parking lot during a car test drive.

Just as you can only know the true value of a car by driving it on a highway, you can only know what an AI can truly do by using the paid version. What specific differences are there? First, the performance of the AI models themselves is different.

Second, usage limits are different. Free versions have a limit on the number of messages you can send per day, so you quickly reach the limit when doing complex tasks. When the message "Please try again later" appears, your workflow is interrupted, and efficiency drops significantly.

Third is the difference in additional features. In the paid versions, you can freely use key functions such as file uploads (PDF, Excel, images, etc.) , image generation, web search, code execution, and voice conversation.

These features are limited or non-existent in the free versions. Now let's calculate the cost-effectiveness. ChatGPT Plus is \$20 (approx.

27,000 won), Claude Pro is \$20 (approx. 27,000 won), Gemini Advanced is 19,900 won, and Copilot Pro is \$20 (approx. 27,000 won).

Subscribing to all four costs about 100,000–120,000 won. If you can receive the roles of all these experts 24/7, 365 days a year for a 120,000 won paid subscription, this is an investment, not a cost. For office workers in particular, just calculate the time AI saves you.

Even if you save just 1 hour a day, that's 20 hours based on a 20-day work month. If you convert that at an hourly rate of 20,000 won, you are saving 400,000 won worth of time, so you are getting 400,000 won in time value for a 120,000 won investment. For the self-employed, it is even more dramatic.

Since you can delegate store promotion text, SNS content, customer response manuals, business plans, and tax-related questions to AI, the need to hire separate employees or outsource to external agencies is greatly reduced.

As a prompt example, here is an advanced usage possible only in the paid version: "Analyze the attached PDF file (100-page annual report), evaluate this company's financial health, and tell me 5 things to watch out for when investing." Such tasks are impossible or very limited in the free version because they require processing long documents.

Only in the paid version can you experience the true power of AI. 120,000 won per month is the most cost-effective self-investment needed to live in the AI era.

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Attorney · Former Member of the National Assembly · AI Policy Researcher

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Part 3 AI Is GPU-Based and Has Excellent Vision

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Part 3: AI is GPU-Based / Has Excellent Vision

1. AI's Eyes Were Born from the GPU

Artificial intelligence's visual capabilities have evolved based on GPU (Graphics Processing Unit) hardware. In the early days of AI research, the most representative training task was "distinguishing between photos of dogs and cats."

By repeatedly training on millions of images using GPUs, AI developed the ability to identify visual features such as shapes, colors, patterns, and textures on its own. Since this visual training was the starting point of AI's development, today's AI has exceptionally good "eyes."

It can recognize and analyze almost all visual materials, including photos, drawings, document images, handwriting, and medical images, with high accuracy. The reason AI is powerful not only in text but also in the image field is that its very origin began with "training to see."

2. AI OCR Function Utilization Guide

OCR stands for "Optical Character Recognition." Simply put, it is a technology that converts characters within photos or scanned images into text that a computer can read. This section provides a guide on how AI has innovatively advanced this OCR capability.

Let's first understand why OCR is necessary. Our surroundings are filled with an enormous amount of "text that exists only as images." Scanned PDFs of paper documents, business cards captured with smartphones, meeting notes on whiteboards, photos of old books, menus in foreign restaurants, and handwritten notes all fall into this category.

The text in these images cannot be copied, searched, or edited because it is merely a "picture." In the past, OCR performance was quite limited. While it could reasonably recognize cleanly printed documents, its recognition rate for handwriting, tilted photos, crumpled documents, or multi-language files was very low.

It would often misread "Kim Kyung-jin" as "Kim Kyung-jan" or "Contract" as "Contrect." However, AI-based OCR is on a completely different level. AI doesn't just recognize the shapes of letters; it understands the context.

Even if a character is slightly blurry, it can determine that "based on the context of this sentence, this word must be 'contract'." It recognizes handwriting with high precision and handles documents

containing a mix of Korean, English, Japanese, and Chinese by distinguishing between each language. Here are some real-life use cases.

Suppose a lawyer receives a scan of an old court judgment. Since it is 20 years old, the paper is yellowed and the text is faint. By processing it through AI OCR, it is converted into text.

This text then becomes searchable, can be copied for use in legal opinions, and can be compared and analyzed alongside other judgments. For business owners, taking a smartphone photo of an order form sent by a client via fax (yes, some places still use fax!)

and sending it to an AI can convert the order details into text and organize them into an Excel spreadsheet. It is also useful during travel. When you take a photo of a menu in a local language at a foreign restaurant and send it to an AI, it recognizes the text and translates it into Korean.

Here are some example prompts: "Read and organize all the text in this image. Maintain the table format if one exists, and recognize the handwritten parts as accurately as possible. Mark any unreadable sections as [unclear]."

"Extract the name, title, phone number, and email address from this business card photo and organize them into a contact format."

3. Handwritten Notes — Analog That AI Can Read

This content shows personal handwritten notes. It appears to be a carefully written travel log or daily record, serving as a practical example of AI OCR in action. The reason these handwritten notes are featured here is clear: to demonstrate the real-world application of the AI OCR functions described earlier.

It is a direct proof that "AI can even read handwriting like this." Handwritten text is still prevalent in our daily lives. Notes taken hurriedly during meetings, lecture notes, medical records, letters from elders, and old diaries are all examples.

These materials are not searchable on their own, are difficult to share, and are hard to organize systematically. However, when you show a photo of this handwriting to an AI, something remarkable happens. The AI reads the writing, converts it into text, and can even summarize or translate the content.

If you provide an AI with photos of ten years' worth of handwritten diaries, it can convert the entire content into digital text, organize it by date, and even analyze "what topics were mentioned most frequently during this period." This is also highly useful in professional settings.

A doctor can take a photo of a handwritten note on a patient's chart and send it to an AI to convert it into an electronic medical record, while a lawyer can turn hurried courtroom notes into clean meeting minutes. Example prompts: "Read this photo of handwritten notes and convert it into text. Mark unreadable characters with [?]

] and organize the content by paragraph. Then, provide a three-line summary of the key points."

"Read this handwritten letter and analyze its emotional tone (joy, sadness, worry, etc.)

"

4. Backpacking through 13 Countries with AI — A Practical Field Report

This section is a vivid account of traveling while actually utilizing AI. You can see several paragraphs highlighted with markers, describing specific experiences of using AI as a travel companion.

It details the practical application of AI's capabilities during a solo backpacking trip through 13 countries, during which ChatGPT and Claude were used extensively. There is a special reason for this field report. Most explanations of AI remain at the level of "theory" or "potential," saying things like "you can do this and that with AI."

However, this content is a firsthand account from someone who has actually done it. It is practice, not theory. Backpacking is the ultimate testing ground for AI because unpredictable situations arise constantly.

Problems such as canceled accommodations, missed trains, unreadable menus, getting lost, or having to fill out forms at local government offices occur frequently. This report is a direct experience of how useful AI can be for such real-time problem-solving.

For instance, if you suddenly suffer from a stomachache abroad and need to explain your symptoms at a local pharmacy but struggle with English, you can ask an AI: "I have a stomachache and diarrhea. Tell me how to say this in English and Turkish to buy medicine at a Turkish pharmacy.

Also, let me know the local name for medicine similar to Jeongnowan, which is common in Korea." You can receive immediate assistance. If you send a photo of a menu to an AI, it will provide descriptions for each dish and even recommend "which ones would suit a Korean palate."

You can obtain all the information a traveler needs in real-time, including local public transportation, admission fees and operating hours for attractions, and local tipping customs. Most impressively, this travel experience eventually became a turning point toward becoming an AI expert.

It wasn't just about "using AI"; it was about experiencing both its potential and limitations in extreme real-world situations and becoming a professional who teaches AI to others based on that experience. Using AI directly during a journey through 13 countries is more valuable than reading a hundred theory books.

Example prompts: "I am currently in Lisbon, Portugal. I plan to take a day trip to Sintra tomorrow. Please provide a train schedule from Lisbon to Sintra, a recommended half-day course in Sintra, great lunch spots, and an itinerary for returning to Lisbon by evening."

"Look at this restaurant menu photo and explain each dish in Korean. Since I have a seafood allergy, please clearly mark any menus that contain seafood."

5. In Front of European Architecture — AI Image Analysis Practice

This is a travel photo taken in front of a magnificent European building (one that looks like an opera house or a theater). This photo serves as a subject for practical practice in AI image analysis. By showing this photo to an AI and asking, "Where is this building, what is its architectural style, and when was it built?"

, the AI analyzes visual cues such as architectural style, sculptures, and column shapes to identify the building and provide relevant information. When you show a photo taken during your travels to an AI and say, "Tell me about this place," it acts as an on-site guide.

"Tell me the name, location, architectural style, and historical background of the building in this photo."

6. Street Scenery Photo — AI Image Recognition and Situational Analysis

This is a photo of an everyday scene on a street abroad. It is a subject for practice where you show an image to an AI and request various analyses. By comprehensively analyzing the atmosphere of the street, signs, traffic signals, and architectural styles, the AI can estimate the location where the photo was taken and explain the local culture or situation.

It can also be used to practice reading and translating text within the photo, such as on signs or billboards, using OCR. "Estimate which country and city this photo was taken in and explain the reasoning."

7. Foreign Language Menu — Practical AI Translation

This is a photo of a menu from a restaurant abroad. Menus in local languages are one of the most common language barriers for international travelers. Showing this photo to an AI allows it to translate the names, prices, and ingredient descriptions of each dish into Korean.

Moving beyond simple translation, you can even ask, "What does this dish taste like?" , "Which Korean dish is it similar to?" , or "Does it contain any allergens?"

, making the AI serve as your personal interpreter at a local restaurant. "Translate this menu into Korean and let me know the characteristics and recommended items for each dish."

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The scope of AI application can be broadly divided into six core areas. First is ASK-ANSWER, that is, questions and answers. If you ask about things you are curious about, such as fact-checking, requesting opinions, or consultation, AI answers immediately.

Professional questions like "Which article of the Civil Code does this contract clause correspond to?" are also possible. Second is mutual translation and interpretation between all languages in the world.

Changing Korean to Swahili or Arabic to Japanese is finished in seconds. Third is writing; you can write all kinds of texts, from reports and emails to columns and novels, together with AI. Fourth is the role of a learning tool for all knowledge.

AI explains according to your level like a private tutor. Fifth is information summarization, which compresses a 100-page report into three key lines. Sixth is providing creative ideas, becoming a brainstorming partner for everything from business ideas to design concepts.

This content provides a list showing specifically for what purposes AI can be used in daily life. Items listed include travel itinerary design, memo and record design, changing yesterday's events into a future narrative style, exploring ways to contribute to one's future self, how to create programming in a single day, and image-related work.

The reason this list is important is that it breaks the misconception of thinking about AI use only as something "grand." Many people think only of great things like self-driving cars or robots when they think of AI. However, where AI actually demonstrates the greatest value is in our ordinary daily lives.

Let's start with travel itinerary design. Planning a trip takes more effort than you might think. You have to consider flight times, accommodation location, optimizing tourist routes, restaurant reservations, and identifying local transportation.

If you tell AI the conditions, it creates an optimal schedule that synthesizes all of these. "Plan a 4-day, 3-night trip to Osaka. I'm going with my parents in their 60s, so make sure the daily walking distance doesn't exceed 5km.

Recommend restaurants where locals go, and include travel time between each location." Changing yesterday's events into a future narrative style is an interesting use case. This is a technique for shifting perspectives when writing a diary, memoirs, self-introductions, or essays.

For example, you can transform the past experience "I gave a presentation yesterday but made a mistake because I was nervous" into the future-oriented "In the next presentation, I will be fully

prepared and present with confidence." This is also a technique known in psychology as "positive reframing." "The following is what happened yesterday.

Please rewrite this from a future perspective in a 'I will do this' manner. Please use a positive and developmental tone. [Enter yesterday's experience]" How to create programming in a single day is one of the most amazing changes in the AI era.

Even people who know nothing about coding can receive actual working code by telling AI, "Create a program that performs these functions." Simple websites, data organization programs, and task automation scripts can be created without programming knowledge.

"Create a Python program that extracts only data meeting specific conditions from an Excel file and saves it as a new file. The conditions are 'Sales over 1 million won' and 'Region is Seoul'." Image-related work utilizes AI's visual capabilities.

This includes photo editing, image generation, text recognition within photos, and image analysis. AI can perform tasks like creating thumbnail images for blogs, changing backgrounds on product photos, or restoring old photos.

The Top 10 frequencies of generative AI use in 2025 analyzed by the Harvard Business Review show specifically how these six areas are actually used. First place is a counseling and conversation partner, acting as a virtual friend providing emotional support and a sense of security. The era has come where lonely modern people pour out their concerns to AI.

Second place is daily life management, acting as a personal assistant for schedule management, to-do lists, and planning. Third place is the somewhat philosophical area of finding life's purpose, where AI suggests a direction that fits an individual's values and goals.

Fourth place, improving learning ability, is learning support through customized education and immediate feedback; fifth place, expert-grade code generation, is programming automation. This is followed by sixth place idea generation, seventh place fun and play, eighth place code improvement, ninth place exercising creativity, and tenth place healthy living.

What's noteworthy is that first place is not "information search" or "work efficiency," but an "emotional conversation partner." The fact that the top reason people use AI is to alleviate loneliness and receive emotional support shows that AI is evolving into a presence that fulfills human emotional needs beyond being a simple tool.

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Part 5 Using Recordings, Transcripts, and AI

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Part 5: Utilizing Recordings, Transcripts, and AI

1. From Recordings to Transcripts, and Processing via AI

We speak and hear countless words every day. Meetings, lectures, interviews, consultations, and phone calls carry important content through speech, but most of it vanishes as we rely solely on memory. This section presents a 3-step workflow to fundamentally solve that problem: recording, transcribing, and AI processing.

The first step is recording. Use devices like smartphones or Apple Watches to record important daily conversations. For iPhones, the built-in Voice Memos app is sufficient, and if you're wearing an Apple Watch, you can start recording right from your wrist.

With the latest iPhones and Apple Intelligence, even call recording is now possible. The key is to develop the "habit of recording for now." Press the record button when a meeting starts, record while listening to a lecture, and keep a record of important phone calls.

The second step is creating a transcript. Now, there's no need to install separate apps like ClovaNote or Daglo, as transcription features are built directly into smartphones. For Galaxy phones, Galaxy AI's 'Transcript Assist' is integrated into the Voice Recorder app.

It offers three functions: transcription, translation, and summary. It's simple to use: open the Voice Recorder app, select the recording to convert, tap the transcribe button, and choose the language. Starting from the Galaxy S24 series, even existing recordings can be transcribed without time limits, distinguishing up to four speakers.

The same applies to call recordings. In One UI 7, a feature was added to automatically transcribe and summarize call recordings. You can read them like text messages with speakers identified, and for long calls, the AI organizes key points by category.

It supports 20 languages, including Korean, and the transcription feature works without a network connection. For iPhones, the audio transcription feature was introduced to the Notes app starting with iOS 18. 1.

When you record audio in the Notes app, the speech is automatically transcribed into text. Tapping specific text in the transcript plays the audio from that point, and you can search within the transcript. This is available on iPhone 12 and later models, supporting 10 languages including Korean.

Call recording is also supported. Tapping the record button at the top of the screen during a call starts the recording, which is then saved in the Notes app where you can check the transcribed text. However, an automated voice announcement notifies the other party that the call is being recorded when it begins.

If Apple Intelligence is active, you can also use the feature to summarize the recording. The key is that you can now complete everything from recording to transcription using just the phone itself, whether it's a Galaxy or an iPhone, without separate apps. The transcripts produced at this stage are still like "rough drafts."

Due to the limits of voice recognition, there are typos, and filler words like "um..." or "you know..." remain, making them difficult to read.

This is why the third step, AI processing, is necessary. The third and most important step is processing via AI. Input the rough transcript into ChatGPT or Claude and request refinement.

The AI removes filler words, smoothes out sentences, distinguishes speakers, and categorizes by topic. Furthermore, it can summarize key content, extract action items, and even convert the text into meeting minutes. It transforms the original content into an easy-to-read document while preserving 100% of the information.

The power of this workflow is dramatically revealed in practice. For lawyers, recording and organizing client consultations with AI creates accurate case records; for journalists, organizing interview recordings becomes an article draft; and for students, organizing lecture recordings results in perfect study notes. The 3-step process shown in No.

32—01 (Recording and Transcription), 02 (Organization, Summary, Key Messages, and Quizzes), and 03 (Conversion into Various Formats)—is the most practical habit in the AI era for accumulating knowledge without missing a single word.

2. Practical Application of AI-Processed Transcripts in Legal Document Preparation

A. Workflow for Preparing Legal Documents Based on Transcripts. In legal practice, recorded materials are primary evidence containing the core of a case and the starting point for facts.

However, raw recordings themselves are difficult to use directly in legal briefs. Conversations between speakers are tangled, remarks irrelevant to key issues are mixed in, and lawyers face the burden of repeatedly reading entire transcripts to extract legally significant statements. Artificial intelligence can radically improve this process.

The workflow consists of the following: First, transcribe the recording using STT (Speech-to-Text) technology. Second, AI performs primary organization by distinguishing speakers and extracting key content. Third, the lawyer reviews and corrects the AI-organized version to ensure legal accuracy.

Fourth, the corrected content is used for specific purposes such as drafting briefs, analyzing evidence, or establishing strategies. Finally, the original recording, transcript, and AI-organized

version are stored together to maintain the continuity of evidence.

What's noteworthy in this workflow is that AI does not replace the lawyer; rather, it quickly organizes the foundational data needed for the lawyer's analysis and judgment. Lawyers can verify the AI's results from a legal perspective and immediately begin drafting various legal documents based on them. B.

Application in Drafting Litigation Briefs. The range of legal documents that can be prepared based on transcripts is very wide. We examine this across three areas: civil litigation documents, criminal litigation documents, and evidence-related documents.

1) Civil Litigation Documents. In drafting a complaint, transcripts play a key role in reconstructing the facts that form the cause of action in chronological order.

By providing a transcript to AI with a prompt like "Extract all statements from the attached transcript where the defendant admits to the debt or expresses an intent to repay," the AI organizes those statements chronologically and analyzes their legal significance (confession, acknowledgment of debt, repayment agreement, etc.)

Based on this, the lawyer can quickly draft the body of a preparatory brief for the "Defendant's Acknowledgment of Debt" section. For preparatory briefs, mapping parts of the opposing party's statements—such as confessions or admissions—to specific issues is key.

When AI automatically extracts instances where the opponent admits to unfavorable facts, the lawyer places them within each issue of the brief to complete the logical structure. When drafting responses to a request for clarification, transcripts serve as the basis for explaining facts.

Efficiency increases significantly when AI organizes which parts of the transcript support the specific facts required by the court. 2) Criminal Litigation Documents. In drafting criminal complaints or accusations, the key is to reconstruct statements within the transcript according to the elements of the crime.

For example, in a fraud case, requesting AI to "Categorize statements by the elements of fraud" will systematically classify false statements corresponding to deception, statements leading to error, and requests or pressure for remittance related to the act of disposal. Lawyers can use this directly in the "Facts of the Crime" section of the complaint.

Additionally, asking AI to select three key statements with high evidentiary value and explain why helps increase the persuasiveness of the complaint.

In preparing defense briefs, it is important to organize statements regarding favorable circumstances for the suspect, and transcripts are used to extract context supporting the defendant's position when drafting the initial final statement.

3. Evidence-Related Documents

When drafting an evidence description, AI assists in connecting the purpose of proof for each recorded part with the facts. Witness examination questions can be designed based on contradictions within the transcript, and cross-examination questions are structured to target inconsistencies with the opposing witness's previous statements.

In particular, by requesting AI to draft questions for clients, witnesses, and opposing parties based on records and transcripts, lawyers can review and modify them to establish an examination plan for use in court. A. Evidence Analysis and Case Strategy Establishment.

The use of transcripts extends beyond simple document preparation to becoming a core tool for establishing case strategy. 1) Fact Organization. AI can automatically generate a case timeline (Chronology) from transcripts.

It can extract key relationship maps to visually organize who said what to whom and specify the timing of legally significant acts such as money transfers, promises, or threats.

For example, in a dispute over a real estate sales contract, requesting "Create a case timeline by integrating three transcripts (Format: Date, Event, Key Statement)" results in a clear organization of the entire process from negotiations to contract signing and the outbreak of the dispute. 2) Statement Consistency Analysis.

Finding contradictions between multiple statements by the same party, tracking changes in claims over time, and contrasting inconsistencies between the opponent's written claims and recorded content are core to litigation strategy.

If AI is asked to "Find statements that contradict the three claims in the defendant's response," it can automatically capture instances where, for example, the defendant claimed "I never met the plaintiff before January 2024" but made a contradictory statement in a recording, providing an analysis of why it is a contradiction.

Based on this, the lawyer can ask the AI to draft three additional questions for use during cross-examination. 3) Strategic Use. When constructing rebuttal logic against an opponent's expected claims, persuasiveness can be increased by presenting recorded evidence.

When deciding whether to proceed with reconciliation, settlement, or litigation, a SWOT analysis of pros and cons is needed; AI supports decision-making by providing a systematic analysis for requests like "Perform a SWOT analysis by distinguishing statements favorable and unfavorable to our side (the buyer)."

Furthermore, transcripts are used as key material for designing expected questions and answers in mock trial simulations.

4. Applications in Contracts and Settlements

A. Documenting Oral Agreements. In practice, oral agreements between parties often become the cause of future disputes.

AI can be used to extract agreement details from transcripts to draft settlement agreements or convert oral negotiations regarding contract terms into contract clauses.

For example, by providing AI with a transcript containing "oral agreements between a client (Party A) and a vendor (Party B) regarding software development services," one can request the extraction of major contract elements (scope of service, payment amount and conditions, delivery deadline, warranty liability, ownership of intellectual property rights, etc.)

, the drafting of a service contract based on those elements, and the separate organization of items requiring further negotiation due to a lack of clear agreement. B. Dispute Resolution and Contract Interpretation.

In disputes over contract interpretation, interpreting the parties' intent through the content of conversations at the time of signing is a basic principle of contract law. AI provides evidence for interpreting intent by extracting parties' statements regarding the meaning of the contract from transcripts.

It is also used to organize the opponent's statements before sending a formal demand or notice, increasing the accuracy and persuasiveness of the notification's content.

5. Client Communication and Case Management

A. Organizing Consultation Records. After transcribing a client consultation recording, if AI separates it into facts, requests, and concerns, the lawyer can systematically identify the client's needs.

It also automatically generates a list of questions to check for missing information, increasing the efficiency of follow-up consultations. B. Case Progress Management.

AI is also used to organize records of negotiation calls with the opposing party and manage the history of oral agreements for each stage of the case.

For example, in a construction defect repair dispute where three video negotiations were held, a report can be generated by requesting AI to "Analyze three transcripts and write a negotiation progress report," including key discussion points for each negotiation date, trends in the opponent's changing position, agreed and disagreed items to date, and suggestions for future negotiation strategies.

Through this, the results of negotiations can be transparently reported to the client, written in plain sentences with minimal legal jargon for easy understanding, and clearly marking items that require a decision from the client.

6. Conclusion

AI processing of recorded transcripts is a tool that changes the paradigm of legal practice.

From a single recording, various legal documents can be systematically generated—not only complaints, accusations, formal notices, responses, and applications for provisional injunctions but also witness examination questions, cross-examination questions, negotiation reports, and contract drafts.

The key is that AI categorizes, extracts, and reconstructs the vast amount of information within transcripts according to the purpose, allowing lawyers to focus on the essential tasks of legal judgment and strategy formulation. AI does not replace lawyers.

AI is a powerful tool that amplifies a lawyer's analytical skills, and lawyers who effectively utilize it will secure a competitive advantage in the future legal market.

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Part 6 Complete Guide to LLM Projects for Law Offices

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Part 6: Complete Guide to Utilizing LLM Projects for Law Offices

1. What is the LLM Project Feature?

A. Why are project features necessary? Standard chatbot conversation windows require you to re-explain background information every time you start a new dialogue.

Repeating explanations like "This case is a lease dispute, the plaintiff is the lessor, the defendant is two years behind on rent..." for every conversation is inefficient. Projects (Claude), GPTs (ChatGPT), Gems (Gemini), and Notebooks (NotebookLM) are features designed to solve this problem by creating dedicated, pre-trained 'rooms'.

' The core elements can be summarized into three points: (1) Knowledge: If you pre-upload relevant laws, document templates, and case materials (PDF, text), you don't need to re-upload them for every conversation. The AI provides answers while constantly referring to these materials.

(2) Fixed Instructions: You can set rules as defaults, such as "You are a civil litigation attorney with 10 years of experience. Always structure your responses as 'Claim-Evidence-Conclusion'." This eliminates the need to assign a role every time.

(3) Continuity: When communicating within a project, the AI responds while remembering the context of all previously uploaded documents. The flow of the case remains uninterrupted. B.

Core Principle in Legal Practice: A Cabinet for Each Case. The most important principle for utilizing LLM projects in a law office is to work by creating a separate cabinet (project) for each individual case or advisory matter.

Just as you manage physical file folders for each case in a physical office, you must operate independent projects for each case in the digital AI space to avoid confusion of materials and work within a consistent context.

For example, you would create separate projects like "2026-Civil-Lease Dispute-Hong Gil-dong" or "2026-Advisory-M&A-ABC Corp," and conduct all related materials and conversations for that specific case within that project.

2. How to Create Projects and Upload Materials by Tool

A. Claude (Anthropic) — 'Projects': Claude's projects excel at logical sentence construction, making them best suited for drafting legal documents. (1) How to create: Click 'Projects' at the bottom left of the main screen and select 'Create Project'.

' It is recommended to name projects in the format "Case Number-Case Type-Client Name." (2) Set Instructions: In project settings, specify a role and response structure, such as "Expert in civil litigation cases." Example: "You are an AI assistant specialized in civil litigation."

Write all responses in the order of ☐ Summary of legal issues, ☐ Analysis of relevant precedents, and ☐ Strategic opinion. Answer based on South Korean law and use legal terminology accurately." (3) Add Content: Upload case records (PDFs, etc.)

via 'Add Content' in the top right. Files up to 200MB are supported, and text-based PDFs are most effective. (4) Usage Tip: Claude is strong in logical analysis of long documents and drafting legal briefs.

It is particularly excellent at creating the claim-rebuttal structure of preparatory pleadings and analyzing logical flaws in the opponent's arguments. B. ChatGPT (OpenAI) — 'GPTs' or 'Projects': Strong in general-purpose research and integration with various plugins.

(1) How to create: Click 'Create' in 'Explore GPTs.' Alternatively, you can use the recently added Projects feature. (2) Configure: Upload relevant materials to the 'Knowledge' section.

Set the role and response style in the Instructions. (3) Capabilities: Enabling 'Code Interpreter' allows for evidence analysis (e. g.

, financial transaction records). Turning on 'Web Browsing' enables searches for the latest precedents. (4) Usage Tip: With integrated DALL-E image generation and code analysis, ChatGPT is advantageous for creating accident scene reconstruction diagrams or analyzing financial transaction data.

C. Gemini (Google) — 'Gems': Strong integration with the Google ecosystem (Gmail, Drive, Docs).

(1) How to create: Click 'Gem manager' on the Gemini main screen and select 'New Gem'.

' (2) Settings: Enter the name and Custom Instructions. Example: "Analyze the case from a lawyer's perspective based on litigation procedures under the South Korean Civil Procedure Act." (3) Data Integration: You can directly reference case materials stored in Google Drive.

This is particularly convenient for law firms already using Google Workspace. (4) Usage Tip: Gemini has excellent access to the latest information via Google Search and strong multimodal (image, document) processing. It is useful for analyzing evidence photos or extracting text from contract images.

D. NotebookLM (Google) — 'Digital Cabinet for Each Case': This is the knowledge-based tool best suited for legal work as it allows for the largest amount of data (up to 50 files, 500,000 words total).

(1) How to create: Access the NotebookLM site and create a 'New Notebook'.

' (2) Add Sources: Click the 'Source' button on the left to upload PDFs, Google Drive documents, or copied text. Website URLs can also be added as sources. (3) Utilize Guide: Upon uploading, the AI immediately analyzes the entire material and automatically suggests things like a 'Case Summary' or 'Timeline.

' (4) Usage Tip: NotebookLM has the highest accuracy for data-based answers. It is optimal for fact-checking based on evidence as it clearly indicates the source, such as "which document and page this basis is on." Additionally, you can listen to case briefings via the Audio Overview feature.

3. Specific Use Cases in Law Offices

A. Project Setup Workflow for Litigation Cases: (1) Create Projects: As soon as a case is accepted, create projects with the same case name in all four tools. Since each tool has different strengths, using them in tandem is ideal.

(2) Upload Materials: Upload complaints (or answers), evidence, relevant laws, and reference precedents to all projects. Use consistent text-based PDFs whenever possible. Scanned image PDFs must undergo OCR (Optical Character Recognition) processing.

(3) Set Fixed Instructions: Assign roles and response structures appropriate for the case type to each project. Example: "This case is a claim for the return of a real estate lease deposit. Analyze it from the perspective of the attorney for the plaintiff (lessee).

Relevant laws: Civil Act Articles 618-654, Housing Lease Protection Act." (4) Division of Roles by Tool: Use NotebookLM for fact-checking, tracking evidence sources, and organizing timelines. Use Claude for drafting preparatory pleadings, structuring legal arguments, and writing rebuttals to opposing claims.

Use ChatGPT for researching similar precedents, analyzing financial transaction data, and creating charts or diagrams. Use Gemini for searching the latest precedents, analyzing evidence photos, and managing documents integrated with Google Drive. B.

Things You Can Do After Creating a Project: (1) Drafting Various Documents: You can delegate the drafting of various legal documents—such as complaints, answers, preparatory pleadings, criminal complaints, and demand letters—to the AI. The key is that these are "drafts." Documents written by AI must be reviewed and edited by a lawyer before use.

Since case materials are already uploaded to the project, instructing "Draft a preparatory pleading for this case focusing on □ the issue of implicit renewal of the lease agreement and □ the scope of the obligation to return the deposit" will yield a contextually appropriate draft.

(2) Creating Analysis Reports: You can request evidence analysis (analyzing the probative value and relevance of each piece of evidence), analysis of the opponent's claims (identifying logical flaws), precedent analysis (comparing facts of similar precedents), and statutory interpretation analysis.

Specifically, uploading the opponent's preparatory pleading and asking to "analyze the weaknesses in the opponent's claim" will systematically organize logical contradictions or areas lacking evidence. (3) Asking Professional Questions: During a case, questions about specific legal interpretations or procedures arise.

Asking within the project allows the AI to understand the context of uploaded materials, providing far more accurate answers than a general search. You can get immediate answers to practical questions like "Is a set-off defense possible in this case?" or "When should the commencement date for the statute of limitations be set?"

(4) Generating Client Communication Materials: You can generate case progress reports, summaries for client explanations, and legal opinions. Requesting "Summarize the current status of this case into one A4 page that is easy for the client to understand" will produce a document that explains legal terms in plain language. C.

Strategy for Processing and Uploading Large Amounts of Data (Evidence): (1) 'One-File' Strategy for Evidence: Merge individual demand letters, emails, and PDFs into a single PDF. This is the surest way to avoid file count limits (usually 10-20 files). Also, scanned PDFs must be OCR-processed so that the LLM can properly read the content.

(2) Timeline Prompts and Material Connection (Multimodal Strategy): For non-text evidence such as photos, first write a descriptive statement. Example: "Exhibit No. 1: 01-01-2024 Field Photo — Cracks on the building's exterior wall."

Organizing these descriptions in a separate document and uploading it as a PDF allows the AI to understand the context of the evidence. For transcripts, convert audio files to text and then ask the LLM to "summarize focusing on key statements with timestamps." Use that summary as project knowledge.

(3) NotebookLM + Claude/Gemini Collaboration Process: This involves using NotebookLM, which has almost no capacity limit, as a "data warehouse," and using Claude or ChatGPT for sophisticated document writing. First, upload the entire case record, which may be hundreds of pages, to NotebookLM.

Next, extract data by asking "Organize the facts of this case in chronological order" or "List contradictory parts of the defendant's claim along with evidence numbers." Finally, copy the core summary text provided by NotebookLM and paste it into a Claude project, then ask to "Draft an answer based on this content."

This three-step workflow maximizes the strengths of each tool.

4. Utilization in Legal Advisory Work

A. Legal Advisory Project Setup: Unlike litigation, advisory work involves no opposing pleadings; the primary materials are contracts or regulations provided by the client. Example project instruction:

"This project is for personal information protection compliance advisory for ABC Corp.

Analyze based on the South Korean Personal Information Protection Act and the EU GDPR." B.

Specific Usage Scenarios: (1) Contract Review: Upload a contract sent by the other party and ask to "identify clauses disadvantageous to our side (the client) and suggest modification opinions."

The AI systematically analyzes disadvantageous clauses, ambiguous expressions, and missing protective measures. (2) Regulatory Compliance Checklist: By uploading regulatory requirements for a specific industry and describing the client's current operational status, you can generate a checklist that audits compliance item by item.

(3) Drafting Legal Opinions: When drafting an initial legal opinion on complex legal issues, placing relevant laws and precedents in the project allows for efficient creation of well-grounded opinions. (4) M&A Due Diligence: You can upload large volumes of contracts and financial statements and have the AI automatically identify risk factors.

Specific searches like "Find all 'Change of Control' clauses in this company's contracts" are possible.

5. Precautions and Ethical Considerations

A. Awareness of AI Response Limitations: LLMs exhibit "Hallucination" phenomena. They may invent non-existent precedents or inaccurately cite statutory provisions.

Precedent numbers and statutory provisions provided by AI must always be cross-checked against the original text. B. Duty of Confidentiality: Considering the lawyer's duty of confidentiality (Article 26 of the Attorney Act), one must be cautious when uploading sensitive client information to an external AI.

If possible, it is advisable to de-identify (pseudonymize) personally identifiable information before uploading. It is recommended to check the data processing policy of each AI service in advance and use paid plans (which offer options not to use data for training). C.

Final Judgment is the Lawyer's Responsibility: AI is merely an assistant tool. Legal judgments and strategic decisions must be made by a lawyer. Analyses and drafts provided by AI are a starting point, not the final product.

A lawyer's professional experience and intuition remain the most important.

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Part 7 Using AI in Contract Advisory Work

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Part 7 Methods for Using AI in Attorneys' Contract Advisory Work

1. Contract Generation and Drafting

A. Rapid Generation of Contract Drafts Writing a contract from scratch takes significant time and effort for an attorney. By inputting transaction types, party information, and key terms (price, period, obligations, etc.)

into an AI, a suitable draft for the transaction can be generated within minutes. It can handle various types such as sales, services, and joint venture agreements, and can even reflect industry-specific clauses. This significantly reduces the time lawyers spend starting from a blank page, allowing them to devote more time to review and modification.

[Prompt Example] "Please draft a software development service agreement. The client is Company A, the contractor is Company B, the contract amount is 500 million KRW, and the development period is 6 months. Intellectual property rights belong to the client, and the warranty period is set to 1 year.

The governing law should be the laws of the Republic of Korea, and the Seoul Central District Court should be designated as the court of jurisdiction in case of disputes." B.

Customized Generation of Non-Disclosure Agreements (NDA) Optimized NDAs can be generated based on the purpose of the transaction (investment review, technical alliance, M&A due diligence, etc.) and the relationship between the parties.

AI distinguishes between unilateral and mutual NDAs and adjusts the definition of confidential information, validity period, exceptions, return and destruction obligations, and remedies for breach according to the characteristics of the transaction.

Especially for international transactions, it provides a level ready for immediate practical use by including governing law, jurisdiction, and export control compliance clauses.

2. Hazard Detection and Risk Analysis

A. Automatic Detection of Special Clauses (RED FLAG) When the full text of a contract is uploaded, AI automatically identifies and warns about potential risk factors such as unfavorable clauses, ambiguous liability for damages, unilateral termination rights, unreasonable non-compete periods, or freedom to refuse renewal.

For each special clause, it presents a 3-level severity rating (High, Medium, Low) and explains scenarios of what problems the clause might cause in practice. This can be quickly applied to large volumes of contracts, processing multiple cases simultaneously.

[Prompt Example] "Please review the attached contract and identify all clauses unfavorable to our side (Party B). For each clause, please organize ☐ Risk Level (High/Mid/Low), ☐ Reason for Disadvantage, and ☐ Recommended Revision in a table format." B.

Identification and Addition of Missing Mandatory Clauses It checks whether mandatory clauses that must be included for each transaction type (force majeure, dispute resolution, governing law, confidentiality, limits on liability, etc.) are missing.

If a clause is missing, it explains what legal risks the absence of that clause entails and suggests draft language that can be added. In particular, it minimizes the risk of violating laws by checking requirements of domestic laws and related regulations (Electronic Commerce Act, Agency Business Act, etc.) C.

Risk Analysis of Outsourcing Agreements It focuses on analyzing unique risks arising from outsourcing contracts.

It systematically checks issues such as ambiguity in the scope of entrustment, whether re-entrustment is permitted, and sub-configurations, as well as clarity of Service Level Agreements (SLA), the entrusting party's right of supervision, the scope of the contractor's liability for damages, matters regarding the entrustment of personal information processing, and compliance with regulatory requirements such as the Personal Information Protection Act and the Electronic Financial Transactions Act.

D. Interpretation and Risk Assessment by Contract Clause By analyzing each clause of the contract in order, it comprehensively interprets and evaluates the legal meaning, practical impact, and potential risks of the clause.

Beyond simple interpretation, it assesses practical risks from the perspective of "how this clause will work in a dispute" and "how the other party can utilize this clause." It provides summary explanations that can be shared with management or non-legal personnel to increase communication efficiency.

3. Support for Modification and Negotiation

A. Proposing Redlines for Clauses Favorable to the Other Party It identifies clauses in the draft contract provided by the other party that are unilaterally favorable to them and proposes specific revisions along with the draft text.

Since it contrasts the original and the revision and specifies the changes and reasons for them, it can be used as is when explaining the logical basis for the revision request to the other party. In particular, it provides precise revisions that reflect differences in legal effects caused by subtle differences in expression in English contracts (e. g.

, Shall vs. May, Reasonable Efforts vs. Best Efforts).

[Prompt Example] "Find the clauses that are unilaterally favorable to the other party (Party A) in the attached contract. For each clause, please provide ☐ Original Text, ☐ Problems, and ☐ Revision favorable to our side. Please write the revision as a completed draft that can be used immediately in negotiations."

B. Consistent Contract Review Based on Best Practices The company's contract review standards (playbook) can be set in advance, allowing all contracts to be reviewed consistently based on the same criteria.

For example, if internal standards such as "The limit on liability for damages cannot exceed 100% of the contract amount," "The governing law must be Korean law," and "The place of arbitration shall be Seoul" are registered, the AI automatically determines whether the contract under review complies with these standards.

This minimizes variations in review quality in situations where legal team personnel are insufficient or multiple contracts must be reviewed simultaneously.

4. In-depth Review of Special Clauses

A. Reviewing the Adequacy of Damages and Indemnification Clauses It analyzes whether the details of the damages clause (direct, indirect, consequential damages, cap on liability (CAP), grounds for indemnification, claim periods, etc.) are appropriate in light of the nature and scale of the transaction.

In particular, it identifies cases where strict liability, joint and several liability, or the scope of indemnification clauses are excessive or unfair, and proposes revisions by comparing them with industry standards. It also reviews the validity of liquidated damages and the distinction from penalties. B.

Advisory on Optimization of Dispute Resolution Clauses (Arbitration and Jurisdiction) It analyzes whether litigation or arbitration is more suitable for the transaction. If arbitration is chosen, it analyzes how to set the optimal arbitration institution (ICC, SIAC, KCAB, LCIA, etc.)

, seat of arbitration, language, and number of arbitrators to be advantageous. Considering the nationality of the other party and the transaction size, it recommends a jurisdiction where the judgment can be effectively enforced in the event of a dispute and even reviews the possibility of using interim measures. C.

Analysis of Contract Renewal and Termination Conditions It analyzes the types of contract renewal clauses (opt-out based or automatic renewal), the amount of penalties for mid-term termination, the adequacy of the notice period for termination, and surviving obligations after termination.

In particular, it performs in-depth checks on the appropriateness of termination conditions in continuous contracts (SaaS, maintenance, franchises, etc.) D.

Review of Licensing and Intellectual Property (IP) Clauses It reviews the scope of the license (exclusive/non-exclusive, region, period, purpose), ownership of derivative works, source code escrow, IP indemnification for third-party IP infringement, and the scope of license validity before patent registration.

Even in complex matters such as software development entrustment or IP ownership depending on patent registration, systematic review and alternative suggestions are possible.

5. Comparison Analysis and Information Organization

A. English Contract Translation and Legal Terminology Verification It verifies the accuracy of legal terms when translating English contracts into Korean or Korean contracts into English. It accurately reflects the difference in meaning between everyday English and legal English (e.

g. , "Consideration" as legal consideration rather than "thought," "Indemnify" as "exemption/protection" rather than "compensation," and the distinction between exemption under terms and conditions law and exemption under contract law).

Beyond simple translation, it provides explanations along with investigations into areas where there are conceptual discrepancies between the two legal systems. [Prompt Example] "Please translate the attached English contract into Korean.

Use accurate terms that fit the legal system of the Republic of Korea, and please add [Translator's Note] to explain parts where there may be differences between the legal meaning of the original English text and the Korean translation." B.

Comparative Analysis of Standard Contracts and Contracts Under Review Based on industry standard contracts (FIDIC, SAJ Form, ISDA Master Agreement, FTC standard terms, etc.) , it analyzes differences in each clause of the contract under review.

It clearly identifies clauses that are less favorable than the standard, or clauses that are in the standard but missing in the contract under review. This allows one to identify to what extent the other party has deviated from the standard and argue logically and with evidence why it should be aligned with the standard during negotiations. C.

Automatic Generation of Contract Summary Tables It extracts key information (parties, purpose, price, payment terms, major obligations, performance period, termination conditions, limit on liability, governing law, dispute resolution method, etc.) from long contracts and automatically generates a summary table for at-a-glance understanding.

This is particularly useful for legal teams or management who need to manage multiple contracts simultaneously, enabling efficient comparison of contract portfolio terms or maturity management.

[Prompt Example] "Analyze the three attached contracts and create a comparison table based on the following items: Contract Parties, Contract Type, Contract Amount, Contract Period, Automatic Renewal, Termination Conditions, Limit on Liability, Governing Law, Dispute Resolution Method, and

Confidentiality Period."

6. Precautions for Practical Use

Contract drafts or review opinions generated by AI must undergo the professional judgment of an attorney.

While AI generates results based on general legal principles and standard contracting practices, only an attorney can comprehensively judge the unique circumstances of individual transactions, the progress of negotiations between parties, and specific industry practices.

AI should not be used to replace the work of an attorney, but rather as a tool to automate repetitive and time-consuming tasks so that attorneys can focus on higher value-added legal judgment and strategic advice.

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Part 8 Fact-Checking AI-Generated Output

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In legal practice, artificial intelligence has established itself as a powerful auxiliary tool in various areas, such as contract review, case law research, and drafting legal opinions.

However, delivering AI-generated results directly to clients or reflecting them in legal documents can lead to serious professional ethics violations and legal liability issues. A process that must accompany a lawyer's use of AI is fact-checking.

1. Utilizing Dedicated Fact-Checking Tools

When verifying the accuracy of AI-generated legal opinions or case citations, it is effective to use search-based AI tools like Felo AI or Perplexity AI. Since these tools provide sources based on real-time web searches, they are suitable for cross-referencing the factual accuracy of answers generated by ChatGPT or Claude.

For example, if the AI cites a specific case, one can reconfirm the case number and the court's ruling on Perplexity. In the legal field, a single error can undermine an entire litigation strategy, so the habit of verifying through multiple channels is essential.

2. Selective Verification of Suspicious Parts

It is practically difficult to verify every single part of the content provided by AI. The key to efficient fact-checking is to select and focus on suspicious parts. If you have long practical experience as a lawyer, you will intuitively get a sense of whether a part is correct, and you should extract that part to perform a separate fact-check.

Specifically, the main targets for verification are the clause numbers of legal provisions cited by the AI, the existence of cases and the accuracy of the rulings, effective dates, and whether they have been amended. In particular, AI sometimes generates non-existent cases as if they exist, so special caution is required.

3. Hallucinations and Training Data Errors

Even the latest AI models currently have a hallucination rate of about 2%. This is a phenomenon where the AI confidently describes incorrect information as if it were a fact. Furthermore, the AI's training data itself may contain errors introduced during the human review process.

In other words, it must be recognized that the cause of AI providing wrong answers stems not only from the model's generation errors but also from the fundamental inaccuracy of the training materials.

In the legal field, a 2% error rate is by no means a small figure.

This is because it means incorrect information could be included in 2 out of 100 legal consultations.

4. Guarding Against Blind Faith in AI and Maintaining Autonomy

The more repeatedly you use AI, the more you become accustomed to its convenience, and a tendency to blindly trust AI's answers naturally develops. Even lawyers who used to verify meticulously may form an unconscious trust that "AI can't be wrong" over time. This is the most dangerous point.

The final responsibility for legal work always lies with the lawyer, and AI is merely an auxiliary tool. It is important not to lose the awareness that I am the center of judgment and AI is a means to help that judgment.

No matter how sophisticated AI becomes, only an experienced lawyer can make contextual judgments such as the client's unique situation, the tendencies of the court, and the strategies of the opposing counsel. Ultimately, a competent lawyer in the AI era is one who utilizes AI well but is not subordinate to it.

Fact-checking is the most basic yet core practice for maintaining that balance.

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Part 9 Deep Research Features Provided by LLMs

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The "Deep Research" features being rapidly introduced by major AI services recently are bringing innovative changes to the research and analysis domains of legal practice.

Deep Research is a feature where AI does not simply provide a single answer to a single question, but instead automatically searches and analyzes vast amounts of information to provide comprehensive results.

It involves automated literature review and data integration, exploring specific topics in depth to derive profound insights that are difficult to reach through fragmentary searches. Reports generated by Deep Research contain a substantial amount of information, ranging from 10 to 30 pages on average.

The components of the report include an overview of the topic, analysis of key issues, insights extracted from various sources, and a list of references.

The diversity of formats is also characteristic, providing outputs in forms tailored to the purpose, from academic paper-style reports to practical business reports for decision-making and technology trend analysis reports. The utility of Deep Research in legal practice is significant.

First, in terms of time efficiency, it drastically reduces the research time previously spent on manual tasks. For example, tasks that used to take days to understand the regulatory status of a specific industry can be completed within tens of minutes.

Furthermore, it enables comprehensive analysis, presenting multiple perspectives on a single topic simultaneously. In contract disputes, it allows for a simultaneous view of not only domestic precedents but also similar overseas cases, academic discussions, and industry practices. Supporting data-driven decision-making is also an advantage.

Judgments that relied on intuition can be backed by objective data and statistics, and the latest trends and research developments are integrated into reports in real time. Representative AI services currently providing Deep Research features include Google's Gemini, OpenAI's ChatGPT, and Perplexity.

Gemini provides powerful web-based research capabilities linked with the Google search engine under the name "Deep Research." ChatGPT allows users to choose the depth and speed of research through various modes based on GPT-5 (Auto, Instant, Thinking, Pro, etc.)

In particular, the Pro mode claims research-grade intelligence and provides the most in-depth analysis. Perplexity, as a search-specialized AI, has the strength of specifying sources, making it easy to track supporting materials in legal research. When lawyers utilize Deep Research, the design of the question is crucial.

Rather than vague requests like "Review this contract," one must ask specific and clearly scoped questions such as "Compare and analyze the Supreme Court precedent trends of the last 5 years regarding intellectual property rights attribution in domestic software development service contracts and industry-standard contracting practices" to obtain high-quality reports.

Naturally, the outputs of Deep Research must also undergo the fact-checking process emphasized earlier. Deep Research is a tool that amplifies rather than replaces a lawyer's research capabilities, and lawyers who master its use will gain a competitive edge in the AI era.

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Part 10 Asking AI to Create Google and YouTube Search URLs

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When a lawyer begins researching a specific legal issue, the first thing they do is a search. However, to investigate a single case, they must repeatedly search using various keywords such as related precedents, academic theories, legislative trends, reports on similar cases, and expert commentary videos.

This process consumes a significant amount of time, but you can drastically shorten this task by asking AI to create the search URLs themselves. A Google Search URL refers to the address that appears in the browser's address bar when you search for a specific keyword on Google.

For example, if you search for "reduction of liquidated damages" on Google, a URL like "https://www.google.com/search?q=reduction+of+liquidated+damages" is generated. A YouTube search URL works the same way, taking a form like "https://www.youtube.com/results?search_query=reduction+of+liquidated+damages". By asking AI to generate these URLs all at once, a lawyer can access each search result page with a single click.

Here is how to use it in practice. Suppose you are handling a dispute over a software development service contract. To investigate this case, you need to understand multiple issues simultaneously, such as liability for maintenance and repairs, ownership of intellectual property rights, compensation for development delays, and inspection standards.

In this situation, you can ask AI as follows.

[Prompt Example 1 - Generating Google Search URLs] "Regarding software development service contract disputes, please create Google Search URLs for the following topics: □Precedents on software maintenance and repair liability, □Supreme Court cases on ownership of intellectual property in service contracts, □Standards for calculating compensation for development delays, □Legal effect of software inspection completion, □Precedents on liquidated damages for mid-term termination of service contracts.

Please organize each URL as a clickable link."

[Prompt Example 2 - Generating YouTube Search URLs] "Please create YouTube search URLs for the following legal topics: □Commentary on liquidated damages clauses in contracts, □Software dispute cases, □Lawyer lectures on service contract checkpoints, □IT contract legal risks.

Please make them into links that go directly to YouTube search results when clicked." The list of URLs generated this way can be used in several ways. First, efficiency is doubled when using Chrome extensions like Grabbbit.

You can select multiple links at once by dragging while holding the right mouse button and open them in new tabs simultaneously, or you can copy link addresses in bulk by left-clicking and dragging while holding the Z key.

Opening 10 search URLs at once and skimming the results in each tab significantly reduces the perceived time compared to the repetitive task of typing in each search term and pressing enter. This method goes beyond simple convenience; it also has the effect of increasing the systematic nature of the research.

In the process of asking AI to generate URLs, you naturally organize the issues that need to be investigated and can check with the AI if there are any missing search topics. The broader the scope of the research, such as in complex M&A transactions or international contract disputes, the greater the utility of this method.

The key is to utilize AI as a partner in research design, not just a simple answer generator.

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Part 11 Using NotebookLM and Grabbit for Large-Scale Legal Materials

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Part 11: How to Use NotebookLM and Grabbit for Analyzing Large-Scale Legal Materials

1. Definition of NotebookLM and Its Core Functions in Legal Practice

NotebookLM is an AI-based research and personal knowledge base tool developed by Google. It operates on Gemini, Google's latest AI model, and has characteristics fundamentally different from general chatbots like ChatGPT or Claude. Here, 'LM' stands for Language Model, which is distinct from LLM (Large Language Model).

The most significant feature of NotebookLM is that it provides answers based exclusively on materials uploaded by the user. Unlike general chatbots that answer based on vast amounts of data learned from across the entire internet, NotebookLM answers only within the scope of the source documents provided by the user.

This holds very important implications for legal work. When a lawyer inputs materials related only to a specific case, the AI analyzes and answers within the scope of those materials, eliminating the risk of irrelevant information being mixed in. You can add up to 300 files as sources in a single notebook in NotebookLM.

Various forms of data, such as PDF files, text documents, website URLs, and YouTube video scripts, can be uploaded as sources, and it doesn't matter if materials in different languages are mixed together. Even if foreign language materials are used as sources, the AI understands and summarizes them in Korean.

In a law office, it can be utilized as a kind of 'digital case file' by inputting hundreds of pages of briefs, evidence, relevant precedents, and statutory provisions related to a specific case.

For example, if handling a school violence damages lawsuit, you can put dozens of related precedents, the full text of the School Violence Prevention Act, Ministry of Education guidelines, and medical opinions all into one notebook and request an integrated analysis.

In particular, since it provides citations for specific pages of the documents used as the basis for an answer, the reliability of the information is very high. It clearly indicates the source, stating things like 'This content is on page X of source Y,' making it easy for lawyers to directly check and verify the original text.

Major output functions of NotebookLM include generating audio podcasts, writing summaries, creating videos, and organized structuring.

It is especially useful when writing papers, articles, or books based on literature research, and the content generated through NotebookLM can be refined into smoother and easier-to-read sentences by asking Claude to polish the writing.

2. How to Install and Set Up the Chrome Browser and the Grabbit Extension

To efficiently collect and input large-scale web materials into NotebookLM, you need two tools: the Google Chrome browser and the Grabbit Chrome extension. First, install the Google Chrome browser. As the core browser of the Google ecosystem, Chrome provides the smoothest integration with Google AI tools like NotebookLM and Gemini.

If you are already using Chrome, check to see if it is updated to the latest version. To install the Grabbit extension: open the Chrome browser, enter 'chrome. google.

com/webstore' in the address bar to access the Chrome Web Store, and search for 'Grabbit' or 'Grab it' to find the extension. Click the 'Add to Chrome' button to complete the installation. After installation, click the puzzle-shaped icon (Manage Extensions) in the upper right corner of the Chrome browser and click the 'Pin' icon next to Grabbit to fix it.

This will ensure the Grabbit icon is always displayed in the browser's top toolbar for immediate use at any time. Grabbit is a tool that allows you to extract, copy, or save the text content of a webpage with a single click. it acts as a bridge, helping you directly transfer materials collected from the web to AI tools like NotebookLM or Claude.

One of Grabbit's core features is batch processing of multiple links. When multiple links are listed on a webpage, you can select and open several links at once in new tabs by dragging while holding the right mouse button. Additionally, you can copy the addresses of selected links in bulk by dragging with the left mouse button while holding the 'Z' key.

This feature drastically reduces time in large-scale data collection tasks.

3. How to Generate URL Lists for Google and YouTube Searches Using AI

In legal practice, manually entering search terms and checking results one by one to collect vast materials on a specific topic is very inefficient. In this case, asking an AI like Gemini or Claude to create a list of search result URLs can drastically reduce data collection time. Let's look at an example of requesting a Google search URL generation.

You can ask the AI: 'Please create a list of 10 Google search result URLs for major precedents related to lawsuits for the cancellation of disciplinary actions for students who committed school violence, sentenced within the last 3 years.'

' Using the search operators and rules of the Google search engine, the AI generates a list of URLs that lead directly to the corresponding search result pages when clicked. The same applies to generating YouTube search URLs.

You can request, 'Create 10 YouTube search result URLs for recent videos related to real estate auction legal consultation,' or ask to extract URLs for relevant videos within a specific YouTube channel.

In the case of YouTube videos, NotebookLM automatically extracts the script (subtitles) of the video and uses it as a source, allowing even the video content to be analyzed based on text. For more sophisticated searches, you can also request URLs from the AI using advanced search operators.

For example, you can include the 'site:' operator to search only on specific legal information sites or specify a date range to show only results within a certain period.

By making specific requests to the AI, such as 'Create search URLs for precedents related to fraud acquittals from the Supreme Court precedent search site for the last 2 years,' you can obtain more accurate results. Since the generated URL list is provided in text format, you can copy and use it in the Chrome browser.

4. Large-Scale Data Collection Using Grabbit and the Batch Registration Process for NotebookLM Sources

Once you have received the URL list generated by the AI, you move on to the stage of actually collecting materials on a large scale using Grabbit and registering them in bulk to NotebookLM. This process is the core step that saves the most time in legal practice. The first step is to open the URL list in the Chrome browser.

If you display the URL list generated by the AI on a webpage or paste it into a document, you can use Grabbit's multi-link selection feature to open multiple links at once in new tabs. Drag while holding the right mouse button to select the desired links and then select 'Open in New Tabs.

' Alternatively, you can copy the link addresses in bulk by dragging with the left mouse button while holding the 'Z' key. The second step is to extract the content of each webpage using Grabbit. By clicking the Grabbit extension icon in each open tab, the core text of that page is automatically extracted.

Grabbit removes unnecessary elements such as advertisements, menus, and sidebars, extracting only the main body text cleanly. The third step is to upload the extracted materials to NotebookLM in bulk. After copying or saving the text extracted by Grabbit as a file, you can upload it in bulk to the 'Sources' window of NotebookLM by dragging and dropping.

In the case of PDF files, they can be uploaded directly as sources without separate conversion. It is also possible to register website URLs themselves directly as sources. Since NotebookLM allows up to 300 sources per notebook, you can integrate scattered precedents, statutes, academic papers,

and news articles into a single unit of analysis.

Once the sources are registered, NotebookLM reads and understands the entire material and then answers questions within the scope of that data. Caution is needed for materials containing images.

Since NotebookLM is text-based, it is effective to process materials where images are central separately using an image generation tool like Nano Banana and use only the text portion in NotebookLM.

5. Integration of Google Gemini and NotebookLM and the Workflow for Writing Professional Reports

Once all materials are registered in NotebookLM and basic analysis is complete, you can now move on to more advanced analysis and report writing by integrating with Google Gemini. You can also utilize Google Gems in conjunction. To integrate NotebookLM with Google Gemini, access Google Gemini (gemini.google.com), find 'Google Workspace extensions' in the settings menu, and activate it. Allow permissions related to NotebookLM in the list of extensions.

Once this setup is complete, you can directly ask questions by calling up the contents of a specific notebook by typing '@NotebookLM' in the Gemini chat window. The division of roles for AI tools in legal practice is summarized as follows: Basic material collection is performed with NotebookLM.

By gathering hundreds of precedents, statutes, and evidence in one notebook, you create the foundation for integrated analysis. Data research and in-depth analysis are performed with Google Gemini. Based on the content organized in NotebookLM, you conduct additional legal analysis, precedent comparison, and issue summarization.

The final draft and writing are performed with Claude. By putting the content analyzed in Gemini and NotebookLM into Claude, you refine the sentences to be smoother and more persuasive to complete the final report. Using Claude is also effective for writing SNS posts.

To explain with an example of a specific report writing workflow: First, register all materials related to the topic to be analyzed as sources in NotebookLM. Next, ask NotebookLM to write a table of contents and detailed sub-headings for the report.

Once the table of contents is finalized, request descriptions for the items corresponding to each sub-heading keyword. Controlling length is important here; since one page is approximately 1,000 characters long, if you want to write a 5-page report, you can request it to be written in a length of 5,000 characters.

When NotebookLM writes the draft, bring it to Google Gemini for fact-checking and further analysis. Finally, put it into Claude to refine it into an appropriate style for briefs, legal opinions, and reports to complete the final version.

Through this 3-step workflow (NotebookLM → Gemini → Claude), large-scale legal material analysis and professional report writing, which previously took several days, can be completed within a few hours.

6. Summary of the Entire Workflow for Practical Application

The overall workflow for utilizing AI in a law office can be summarized as follows: First, the data collection stage for a specific topic. Request Gemini or Claude to generate a list of Google search URLs or YouTube search URLs.

Second, open the generated URLs using the Chrome browser and Grabbit, extract the text from the webpages in bulk, and register them as sources in NotebookLM in large quantities. Third, perform in-depth analysis by connecting Gemini and NotebookLM. NotebookLM writes a draft within the scope of the source materials, and Gemini supplements it.

Fourth, write the necessary analysis report. Proceed with establishing the table of contents, detailed descriptions, and length control through NotebookLM and Gemini. Fifth, create a polished final report or discussion materials using Claude.

Perform the finishing work to increase the naturalness and persuasiveness of the sentences. Sixth, process image-related materials separately with an image generation tool such as Nano Banana, and use only the text portion in NotebookLM.

By mastering this workflow, law offices can systematically analyze large-scale legal materials with the help of artificial intelligence and efficiently write highly professional reports.

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Part 12 When Prompt Writing Feels Difficult

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Prompts—don't think of them as difficult. Many people feel pressured by the idea that they must write prompts well. With the emergence of grand terms like "prompt engineering," it can feel as if some special technology is required.

But the truth is this: you just need to talk to it as if you're asking a friend for a favor. Just as you might say to a friend at a cafe, "I'm moving this time, and I'm worried because there's a lot of stuff and no elevator. I'm thinking of a budget of around 500,000 won and would like to do it on Saturday.

Do you know any good companies?" , you can just explain the situation to the AI in a rambling way. The key is just one thing: speaking specifically and in detail.

If you pour out your wishes and conditions just as they come to mind, the AI will organize them for you. It doesn't have to be in perfect sentences, nor does it have to be systematic. In fact, adding this and that in a rambling manner produces much better results than a short, clean line.

Shall we look at an example? If you write it short like this → "Plan a trip for me." If you write it in a rambling way like this → "I'm planning a 4-day, 3-night trip to Busan from next Thursday to Sunday.

I'm going with my parents in their 60s, but my father's knees are bad, so walking a lot is hard. They love seafood and enjoy resting in cafes with a sea view. I'd like the accommodation to be near Haeundae, and more than two places a day is too much.

The budget is about 1 million won, including accommodation." The second one produces an overwhelmingly better response. It's not a special skill; it's just that there was more to say.

If it's hard to explain with words, show a photo. The moment prompts truly shine is when you use photos instead of text. A single photo is more accurate than a hundred words of explanation.

When you want to create a video—it's daunting to explain the atmosphere of the video in your head with words. In such cases, find a video or photo with a similar feel, take a screenshot, and show it to the AI, saying, "I want to create it with this kind of atmosphere."

If it's a long video, capture about 3 to 5 screenshots from the beginning, middle, and end and include them. The AI will grasp the flow and atmosphere of the video and create an appropriate prompt.

When you want to create a drawing or image—rather than writing "a dreamlike forest painting," you'll get much closer to the desired result by inserting a screenshot of a drawing or photo you like and saying, "Make it in this style."

When you're curious about cooking—when delicious food is served at a restaurant but you don't know the name, or when you're wondering what to make with the ingredients in the fridge. Just take a photo and show it to the AI. Simply saying, "Tell me what this is, and also tell me the ingredients and how to make it," is all it takes.

You can take a photo of a restaurant menu to get recommendations, or take a photo of the inside of your fridge and ask, "What can I make with this?" The secret of prompts is ultimately this: knowing specifically what you want yourself. And choosing the easiest way to convey that.

If it can be explained in words, talk in detail; if it's difficult with words, show a photo. You don't need to memorize commands. Speak comfortably and in detail about what you want.

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Part 13 Other Useful Ways to Use AI

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1. Writing AI Documents via Voice/Dictation

This slide introduces how to create documents using AI's voice input feature. The key is that AI can organize scattered thoughts into a clear structure when expressed through speech. It explains that dictation/voice input can be converted into various formats such as diaries, drafts, official documents, letters, books, and blogs.

For practical application, it presents a 3-step process: put on earphones, turn on the AI voice conversation mode, speak your ideas freely while walking for exercise, and a planning proposal is completed in just 30 minutes. Key keywords include voice input, AI organization, multitasking, time-saving, format conversion, and efficiency.

2. Seven Ways to Use AI for Memory Recall

This introduces how to use AI in everyday situations like saying, "You know that one... I can't remember the name..."

Across seven categories—medicine names, movie titles, song titles, restaurant names, feature names, and old-fashioned snacks—it explains that even if you can't recall the exact name, AI can find the answer if you describe fragmentary memories.

For example, describing a "white hard pill in red packaging" will find Tylenol, while "DiCaprio, dream within a dream" will find Inception. The core message is that if you simply describe the hazy memories in your head, AI will take care of the rest.

3. The All-in-One Scheduler for Resolving Conflicts

This is an AI usage scenario for coordinating the complex schedules of multiple team members to find a common meeting time.

It provides the available times and constraints of four individuals: Kim Kyung-jin, Development Team Lead Park Ji-yeon, Design Lead Lee Min-ho, and PM Choi Su-jeong (including lunch breaks, executive meetings, and absences from the Tuesday afternoon general meeting).

Based on this, the complex request involves finding a 2-hour morning meeting slot for next week (October 6-10, 2025), presenting three possible options by priority with descriptions of their pros and cons, and drafting a Google Calendar invitation and a meeting room reservation request message.

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Part 14 Visuals, AI Infographics, and Image Tools

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Part 14: Visuals, AI Infographics, and Image Tools

The uploaded images are slides demonstrating image editing use cases (passport photo generation, profile image changes) of Nano Banana Pro. Along with these, I will provide a comprehensive explanation of NotebookLM's infographic features.

1. What is the NotebookLM Infographic Feature?

Google NotebookLM provides a feature that converts user-uploaded notes, PDFs, and research materials into professional-grade infographics and slide decks, powered by the Gemini 3 and Nano Banana Pro models.

Officially released in November 2025, this feature is considered a fundamental shift that transformed NotebookLM from a passive research assistant into an active content production engine. Without the need for separate design tools (such as Canva or PowerPoint), the AI automatically extracts key content from source materials and organizes it visually.

2. Nano Banana Pro

Nano Banana Pro (Gemini 3 Pro Image) is Google's latest image generation and editing model, officially released on November 20, 2025. The biggest difference from existing AI image generation models (Midjourney, DALL-E, etc.)

is that it is built on top of the Gemini 3 Pro multimodal large language model, meaning it actually 'understands' and renders text within images. Consequently, it can accurately represent multilingual text (including Korean), and labels, titles, and annotations in infographics are generated legibly.

The process for generating infographics in NotebookLM is simple: open an existing notebook or create a new one to upload sources, then select "Infographic" from the Studio panel.

There are two methods: the "One-shot" method where the AI automatically generates the optimal form with a single click, and the "Edit" method where you access style guidelines to customize output language, detail level, and orientation (landscape/portrait). Generation typically takes 2–5 minutes, during which you can continue other work.

Landscape format (16:9) is suitable for LinkedIn posts, blog headers, and email campaigns, while portrait format (9:16) is optimized for Instagram Stories, TikTok content, and mobile consumption.

Representative usage scenarios include visualizing key frameworks of research papers, one-page summaries of long reports, educational concept explanation infographics, and data visualization. It is

also possible to upload image sources (screenshots, charts, photos, etc.) and have the AI synthesize them into a summary infographic.

While an infographic is a one-page visual summary, a slide deck is a feature that converts all sources into a complete presentation. When creating a slide deck in NotebookLM, Nano Banana Pro's visual capabilities combine with NotebookLM's own creative agent.

You can choose between standalone detailed slides and TED-style presenter slides, and various expressions such as applying brand styling, visualizing data metaphors, and converting to comic styles are possible. The uploaded images are examples showing Nano Banana Pro's image editing capabilities.

The first slide, "Passport Photo Generation," is a case of correcting a regular photo to meet passport standards. The prompt is, "Adjust this photo to passport standards. Make it face forward with both ears clearly visible.

Change the expression to a natural, neutral look." This allows for editing at a level that even creates missing ears and changes facial expressions. The second and third slides, "Profile Image Change," are cases of transforming a casually taken smartphone photo into a profile image that looks like it was shot in a professional studio.

The prompts instruct detailed edits such as jawline correction, shoulder line adjustment, and changing the background to a pastel-toned solid color. This shows that Nano Banana Pro goes beyond simple image generation to precise editing of existing photos. When writing effective infographic prompts, it is good to include several key elements.

Specifying the target audience, color theme, information hierarchy, and style direction will result in much more refined outcomes. For example, it is effective to be specific, such as, "Design an infographic summarizing how AI is changing the workplace using a clean, business-appropriate color theme. Emphasize three main axes."

Setting a persona at the notebook level (Settings icon → Notebook Configuration) influences about 75% of the Studio output.

Differences Between Free/Paid Versions and Limitations

Free accounts have usage limits on how many videos, slide decks, and infographics can be generated per notebook. A Google One AI Premium subscription (\$19.99/month) provides higher quotas.

Additionally, because infographics are AI-generated, they may contain visual or factual inaccuracies and must be reviewed by a human. Generated infographics can be downloaded as PNG files and distributed via sharing links, but since they are in image format, individual elements cannot be edited.

Closing Remarks

Even while I was finalizing the manuscript for this book, AI technology continued to evolve without rest. Features that were impossible when I started writing were already commercialized by the time I finished, and I repeatedly had to revise content described as "future possibilities" in the first draft to "current realities."

This sense of speed itself eloquently explains why legal professionals cannot ignore AI. Looking back, when I was first appointed as a prosecutor in 1995, searching for precedents meant turning the pages of thick law books one by one.

To track the revision history of laws, I had to scour official gazettes, and grasping the essence of thousands of pages of investigation records was purely a matter of time and physical stamina. Thirty years later, the world has completely changed.

We now hold tools that find the most similar precedents from tens of thousands of cases when asked questions in natural language, identify risk clauses in hundreds of pages of contracts, and organize complex factual relationships into timelines.

However, no matter how sophisticated AI becomes, it is the lawyer's role to look into the client's eyes and understand the context of the case.

Reading the party's desperation hidden behind cold legal principles, seeking human solutions beyond the numbers of winning probabilities, and making ethical judgments as a legal professional are things no algorithm can replace. AI is a tool that saves us time, and where we spend that earned time is entirely our choice.

I hope that time is used for deeper legal research, more careful client consultation, and more creative dispute resolution strategies. I would also like to add a practical word of advice. When first using AI, I recommend starting with small tasks.

It is safer to gain sufficient intuition in areas where results can be easily verified, such as simple case summaries or meeting minutes, and then gradually expand the scope to high-difficulty tasks like drafting briefs or analyzing evidence. And under no circumstances should you submit AI output as it is.

It must be reviewed and revised with your own professional judgment, and used within the scope for which you can take responsibility. This is the basic attitude of a legal professional in the AI era. Many people helped until this book was published.

I am deeply grateful to the fellow lawyers who provided vivid examples and feedback from the field, the AI experts who added their strength to technical verification, and the readers who always asked new questions at the intersection of law and technology. The law is society's final safety net, and legal professionals are the weavers of that net.

I believe that the new thread called AI will make our weaving denser and stronger. I sincerely hope this book serves as a small contribution to that beginning. Kim Kyoung-jin.

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Note: The photos, images, and graphs in this book were generated using artificial intelligence. Some of the content was also written with the help of artificial intelligence.

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