South Dakota Unified Judicial System Generative Artificial Intelligence Guidance

Generative AI encompasses artificial intelligence technologies capable of producing new content, data, or solutions that seem human-made, including text, images, music, voice, and other media forms. While AI provides many workplace benefits, it also brings potential risks.

To capitalize on its advantages and minimize its risks, the Unified Judicial System has established guidelines for the safe and ethical use of AI. These guidelines support UJS employees in effectively leveraging AI while ensuring they adhere within secure and ethical operational parameters.

AUTHORIZED USE FOR AI LANGUAGE MODELS

During work hours, UJS employees may only use AI for work purposes, including tasks such as research, data analysis, and draft communications. The use of generative AI systems for personal reasons during work hours must be within the scope of the state acceptable use policy. Although these guidelines are designed for AI language models, they are also relevant to other forms of AI as the field continues to develop.

AI USAGE EXAMPLES

- Draft meeting minutes.
- Organize notes.
- Summarize documents.
- Outline projects.
- Create job interview questions.
- Check grammar and coherency.
- Improve research.
- Organize data.
- Draft emails.

DO'S

Fact check before disseminating. Users of generative AI technologies must verify the accuracy and relevance of the information produced before it is shared. This includes cross-referencing AI-generated data with credible sources to confirm its validity and ensuring that it is current and applicable to the intended context. Be critical of all material produced by AI and beware of AI hallucinations, which are plausible but entirely fabricated pieces of data and information.

Proofread text generated by AI. Users of generative AI must thoroughly proofread it for grammatical errors, spelling mistakes, and syntax errors. Documents must be reviewed to ensure they are polished and professional, written in a natural, human-sounding tone that is neither overly technical nor robotic.

Be cognizant of potential bias and discrimination. Due to the nature of how generative AI creates content, it may contain biases and prejudices. Users of this technology must thoroughly review all material to ensure it contains neither overt prejudice nor subtle bias.

Leverage AI as a foundation. AI can be effectively used to assist users in brainstorming, outlining projects, and generating initial drafts. This initial use of AI can provide a starting point, helping to structure thoughts and ideas efficiently.

Be transparent about using AI. Audio or visual content created using AI must be clearly labeled to indicate its origin. The label should be easily visible and understandable, accurately informing the audience of the content's artificial origin as well as the system used to generate it. Users should label which AI tool was used to generate the content.

Report any security issues or confidentiality breaches to IT, immediately. Should any problems arise related to the use of generative AI, such as unauthorized access or misuse of sensitive, confidential, or privacy-restricted information, users must alert the Help Desk and their supervisor immediately.

DON'TS

Enter any personal identifiers or sensitive information into a generative AI account. AI uses progressive learning algorithms built on user-provided data and online resources to generate responses. Therefore, any data entered might be integrated into the AI system and accessed by others. Given the sensitivity of the data handled by the UJS, it is crucial to avoid entering any personal identifiable information such as names, Social Security numbers, date of birth, and addresses into the AI system. If it's not suitable for public viewing, it should not be entered into an AI system.

Use AI to make decisions. Generative AI should not be used to make decisions or provide recommendations. AI systems cannot consider subtle nuances a human must take into consideration, nor is it free from discrimination and bias. While useful for data-driven insights and automating routine tasks, AI should not replace human judgment in areas requiring nuanced understanding and ethical considerations.

Cite AI as a reason for inaccuracies. UJS employees are accountable for all content they produce, including content initially generated by AI tools. It is essential that employees thoroughly review, verify, and edit any AI-generated material to ensure its accuracy and compliance with all relevant standards and policies.

Use AI for illegal, immoral, or unethical activities. UJS employees are prohibited from using AI for any activities that may be illegal, unethical, or in violation of UJS rules, policies, and procedures. This includes spreading false or misleading information, engaging in cyberbullying, or harassment and discrimination.

Use AI in place of an interpreter or translator in the courtroom. AI applications, such as translator apps, should never be used in the courtroom or for any substantial conversation. They may be used for preliminary conversations at the front desk when determining what type of information or help someone is seeking.

NINE EXAMPLES OF WAYS TO USE ARTIFICIAL INTELLIGENCE

1. **Draft meeting minutes.**
   - "Can you draft meeting minutes for the staff meeting held on 5/7, covering key discussions on AI and action items assigned to each person? Format it in bullet points/narrative."
   - "Please summarize the key points and decisions from the committee meeting on 5/7, focusing on AI."

2. **Organize notes.**
   - "Can you structure my notes from the last week's court proceedings into a coherent summary?"
   - "Help me organize my notes from the training session on AI, categorizing them into pros and cons."

3. **Summarize documents.**
   - "Can you provide a brief summary of the attached brief, focusing on the parts related to AI?
   - "Summarize the main points of this court document on AI, highlighting the key arguments and conclusions."

4. **Outline projects.**
   - "Can you draft a project outline for revising our court's AI protocols, listing the steps involved and key deliverables?"
   - "Create an outline for a project aimed at implementing a new AI system, including major milestones, timelines, and responsible parties."

5. **Create job interview questions.**
   - "Generate a list of job interview questions for a court clerk position, focusing on skills related to case management, document handling, and customer service."
   - "What are some good interview questions to assess the qualifications of a candidate for a legal researcher role?"

6. **Check grammar and coherency.**
   - "Can you check the attached email for any grammatical errors and ensure it reads clearly and professionally?"
   - "Please review this draft of the court policy document for grammar and coherency."

7. **Improve non-legal research and information gathering.**
   - "Can you suggest resources for providing an effective presentation using PowerPoint?"
   - "What are some effective strategies to communicate a message via email to a large group of recipients?"

8. **Organize data.**
   - "Help me organize this dataset of court cases by date, case type, and outcome."
   - "Can you assist in structuring my data to highlight trends and patterns over the past year?"

9. **Draft emails.**
   - "Draft an email to the court staff notifying them of the upcoming training session on 5/7, including details about the agenda and requirements."
   - "Please compose an email to a legal professional requesting their participation in a panel discussion on AI in the courts."

TIP: If you're unsure how to ask a question, explain to the AI what you need and ask for help in phrasing it.