

MIDAIRE COUNSEL

Artificial Intelligence Use Policy

Effective Date: April 2026

Reviewed By: Michael LeBrun, Managing Attorney

I. PURPOSE

This Policy establishes the standards and procedures governing the use of artificial intelligence (AI) tools by Midaire Counsel and its attorneys, contractors, and staff (collectively, "Personnel") in connection with client matters and firm operations. This Policy is intended to ensure compliance with applicable Rules of Professional Conduct, protect client confidentiality, and define the boundaries of responsible AI-assisted practice.

II. SCOPE

This Policy applies to all Personnel using AI tools in connection with:

- Legal research and analysis
- Document drafting, review, or editing
- Strategic or procedural advice
- Client communications
- Internal firm operations

III. GOVERNING ETHICAL OBLIGATIONS

The use of AI tools at Midaire Counsel is governed by the following Rules of Professional Conduct (Georgia Rules, and applicable rules in all jurisdictions of licensure):

Rule 1.1 — Competence

Personnel must understand the capabilities and limitations of any AI tool used. AI output shall be treated as a draft from a junior associate — it requires attorney review, verification, and judgment before any use in a client matter.

Rule 1.6 — Confidentiality

No client confidential information, including names, matter identifiers, case facts, or other identifying information, shall be transmitted to any AI system that does not operate under a compliant data handling agreement, as defined in Section V below.

Rule 5.3 — Supervision

All AI-generated content used in client matters must be reviewed, verified, and approved by a supervising attorney prior to use. Review must be documented in the matter file.

IV. APPROVED AI TOOLS

The following AI tools are approved for use in client matters, subject to the controls in this Policy:

Tool	Interface	Retention	Training Use	Status
Claude (Anthropic API)	Commercial API	7 days auto-delete	Never	Approved
Claude Enterprise	Enterprise / ZDR	ZDR negotiated	Never	Approved
Consumer AI tools (free/standard)	Web app	30+ days	Possible	PROHIBITED

Consumer-tier interfaces (including free ChatGPT, Google Gemini, and Claude.ai Free/Pro) are prohibited for any work involving client information.

V. DATA MASKING PROTOCOL

Before submitting any information to an AI tool, Personnel must:

1. Replace client names with [CLIENT A], [CLIENT B], etc. Replace opposing party names with [OPPOSING PARTY]. Replace matter-specific identifiers with [MATTER REF].
2. Retain jurisdiction at the state level only (e.g., "Georgia contract dispute"). Remove case numbers, docket references, and court-specific identifiers.
3. Review the prompt for indirect identifiers — combinations of industry, size, and situation that could identify a specific client — before submission.
4. Retain the substitution key in the matter file if AI output will be incorporated into work product.

VI. SUPERVISION AND REVIEW

All AI output used in a client matter must be reviewed by a licensed attorney prior to use. The reviewing attorney is responsible for:

- Verifying the accuracy of all factual statements
- Confirming the validity of all legal citations
- Ensuring the output reflects sound professional judgment
- Correcting any errors, hallucinations, or omissions

The matter file must reflect: that AI assistance was used (nature and scope); the name of the reviewing attorney; the date of review; and any material corrections made to AI output before use.

VII. AUDIT LOG

Midaire Counsel maintains an AI interaction log for each matter in which AI tools are used. The log shall contain:

Field	Description
Date	Date of AI interaction
Matter Reference	Internal matter identifier (not client name)
Tool Used	Name and interface (e.g., Claude API)
Purpose	General description of task (e.g., "Contract clause analysis")
Reviewed By	Reviewing attorney name
Review Date	Date of attorney review
Notes	Any material corrections or concerns noted

VIII. LIMITATIONS ON AI USE

AI tools shall not be used for the following without express Managing Attorney approval:

- Final legal opinions issued directly to clients
- Court filings without complete attorney review and verification of all citations
- Communications sent directly to clients, opposing counsel, or courts without attorney review
- Any matter where the client has expressly declined AI use

IX. CLIENT DISCLOSURE

Midaire Counsel's standard engagement agreements include AI use disclosure language. For matters involving particularly sensitive information (health, financial, trade secret, or criminal matters), Personnel shall obtain express written client consent before using AI assistance.

X. POLICY REVIEW

This Policy shall be reviewed annually and updated as AI capabilities, data handling standards, and applicable ethics guidance evolve. Personnel are responsible for familiarity with the current version of this Policy.