Ask AI Legal™

The Help Guide: *working with your assistant.*

How to give Ask AI Legal™ your papers, get them in order, talk to the chat, research your issue, track your dates and draft your documents. Step by step, in plain words.

FREE GUIDE · READ, SAVE, PRINT OR SHARE

From the Ask AI Legal™ team · Updated November 19, 2026 · askailegal.com

Ask AI Legal™ is not a law firm and does not give legal advice. You review every draft, check every source and confirm your court's rules before you file.

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The one idea behind this guide. Your assistant is only as good as what you give it. Put every paper in, link every chat to your case, and tell it exactly what you need. It does the reading, sorting and first drafts. You make the decisions.

01 · START HERE

Set up *your case.*

Everything starts with a case. It gives your papers, chats and dates one home.

01 **Open My Cases and add your case.**
Go to `My Cases` and choose to add a case. Fill in the basic case information: the court, the case number, the parties and the judge if you know them.

02 **Your case gets its own folder.**
Ask AI Legal™ creates a folder for it on your computer. Filed papers, drafts, exhibits, research and transcripts are all saved there.

03 **Link your chats to the case.**
When you open `Chat`, pick the case at the top. A linked chat knows the court, the judge and your dates. An unlinked chat does not.

04 **One case per matter.**
If you have two court cases, add two cases. Keeping them apart keeps the facts, dates and drafts from mixing.

Before you start, gather everything in one place. Every paper you filed, every paper you received, orders, notices, letters, emails, photos, receipts and transcripts. A folder on your desktop is fine. You will hand the whole thing to your assistant in the next step.

Removing a case only removes it from the app. Its folder and files stay on your computer.

Keep a backup

The app keeps recovery copies on your computer while it runs. Copy your backups to a separate drive so a broken computer does not take your case with it.

02 · YOUR DOCUMENTS

Give it *your papers.*

Your assistant can only use what it has read. This is how it gets access to the documents on your computer.

Three ways to add papers

- **Pick files.** Use the upload button in `Chat` and choose your court papers. PDF, Word and text files all work, and you can pick several at once.
- **Drop a whole folder.** Drag your papers folder onto `Drop files or a folder here`. Every paper inside is read.
- **Upload one paper to ask about it.** Attach it in a chat and ask your question in the same message.

What happens next

01 **It reads every page.**
It explains each paper in plain words and pulls out the details: who filed it, when, the court and the case number.

02 **It finds the dates.**
Hearings and deadlines it finds go to your calendar, marked as not checked yet.

03 **It remembers.**
Second Brain keeps the facts, dates and names, so you don't explain your case again in every chat.

Check what it pulled out. Open the case and look over the extracted details and dates. Fix anything wrong. If you add papers later, use `Read all your papers again and update every page`.

Find anything fast. Search your papers by title, date or judge. You can also give each folder a color so the same kind of paper looks the same in every case.

03 · ORGANIZE

Get your papers *in order.*

Once it has read your papers, your case becomes one organized file instead of a pile.

Where things live

CASE FOLDER	Filed papers, drafts, exhibits, research and transcripts, each in its own place on your computer. Use `Browse local folder` to look inside.
FILED PAPERS	Everything already filed in the case, with its filing date.
PAPERS TO FILE	Due dates for papers you have not filed yet.
CASE TIMELINE	Events in the case history, kept apart from deadlines.
COURT OPINIONS	Cases you saved from research, ready to read.

Ask it to sort and summarize

> TYPE: List every paper in my case in date order, with who filed it and what it asks for.

> TYPE: Build a timeline of what happened, with the paper that proves each date.

> TYPE: Which papers are missing? I have the complaint and the order but nothing in between.

> TYPE: Number my exhibits and tell me what each one proves.

04 · THE CHAT

How to talk *to the chat.*

Talk to it like a careful assistant who has read your file. Plain words work. Clear asks work best.

Four things that make every answer better

- **Link the chat to your case.** Then it already knows your court, judge and dates.
- **Say what you want back.** A summary, a list, a timeline, a draft or a plain explanation.
- **Name the paper.** "The order dated March 3" beats "the order".
- **One job per message.** Ask, read the answer, then ask the next thing.

VAGUE

What do I do about this?

CLEAR

Explain the motion I uploaded today in plain words. What is the other side asking for, and when is my response due?

VAGUE

Write a response.

CLEAR

Draft my response to the motion to dismiss. Use the facts in my timeline and attach the lease and the March 3 letter as exhibits.

Correct it, and it learns

When an answer is wrong, say so and say why. When you edit a draft or correct it in chat, it saves that as a rule for later drafts.

TYPE: That date is wrong. The hearing moved to June 12. Use June 12 from now on.

Long chats. The chat shows how full its memory is. At 100% it summarizes the chat and continues in a fresh one, so nothing important is lost.

05 · COPY AND PASTE

Things to type, *by situation.*

Start with these. Change the details to fit your case.

You just got court papers

> TYPE: Explain this paper in plain words and plan my response. What is my first deadline?

> TYPE: What does the other side say I did, and what proof do they point to?

You are not sure what to file

> TYPE: Do I write this paper myself, or does my court require an official form?

> TYPE: What papers do I need to file to respond, and which rules should I check?

You are getting ready for a hearing

> TYPE: Help me say what I am asking for in one sentence, then list the three facts that support it.

> TYPE: List the questions the judge may ask me, based on my papers.

> TYPE: Make a checklist of what to bring, with my exhibits in order.

06 · RESEARCH

Research *your issue.*

Ask Ask AI Legal™ to find court opinions on your issue. It searches, reads and saves them to your case.

Two ways to start

- **From the chat.** Type a request that starts with find, search or research and names case law. It opens research for that conversation.
- **From the Case Law page.** Go to `Case Law` and choose `Search for cases`.

> TYPE: Find case law about whether a court can vacate a default judgment when the defendant was never properly served.

01 **Describe the issue in one or two sentences.**
Write it the way you would explain it to a friend.

02 **Set a spending cap and the number of rounds.**
Research runs on your own AI account. You decide how much each search may spend.

03 **Let it work.**
It refines its searches, checks the opinion text it can reach and saves the opinions to your case.

04 **Read the results.**
Ask why a case may help or hurt you. Use `Find cited cases` to download every case cited in your chats and drafts.

Read every case yourself before you rely on it. A matching quote or a useful argument does not prove the case is still good law. Check that it has not been overturned.

07 · DEADLINES

Track *every date.*

A missed deadline can end a case. Your calendar keeps every hearing and due date in one place.

01 **Let it find the dates.**
Dates from your papers go to `Calendar & Deadlines`, marked as not checked yet.

02 **Add the rest.**
Click a day to add a hearing, a filing deadline or your trial date.

03 **Count a deadline.**
Use `Figure out a deadline`. It counts calendar days or court days and skips weekends and court holidays.

04 **Watch the countdown.**
Every hearing and deadline shows how many days are left. Red means 7 days or less.

05 **Put it on your phone.**
Use `Add to my phone calendar` so reminders reach you away from your computer.

> TYPE: My papers were served on May 2. Figure out my deadline to respond and show how you counted it.

Ask it about your dates

> TYPE: Check my deadlines. Which ones are in the next 14 days?

Check each date yourself. Compare it with the court docket, the order or the rule before you rely on it. Then mark it checked.

08 · DRAFTING

Draft *your document.*

Ask for the paper you need. It plans, writes and polishes, and it never changes your citations or quotes.

01 **Ask for it by name.**
Start with draft, prepare or write, and name the paper: a motion, response, declaration, reply or notice.

02 **Answer its questions.**
If something is missing, it asks before it writes.

03 **Read the court-formatted pages.**
The draft appears page by page in your court's format, next to the chat.

04 **Add your exhibits.**
Put your PDF exhibits in the case's Exhibits folder, then use `Add exhibits`. Check each label against the draft.

05 **Download the court-ready file.**
Proposed orders stay as separate Word documents.

> TYPE: Draft a declaration from me telling what happened on March 3, using only facts from my papers.

> TYPE: Attach the lease and the photos as exhibits, in the order I mention them.

Official court forms. If your court requires its own form, fill in the original form. The app tells you when a paper needs one. A draft it writes does not replace an official form.

09 · BEFORE YOU FILE

Check it *before you file.*

AI can misread a paper or get a citation wrong. A few minutes of checking protects you.

Get a second opinion first

Use `Get a second opinion`. A tough, honest reviewer reads your draft and lists what is weak or missing. Read the findings, then fix what matters.

> TYPE: Review my draft like a tough judge would. What is weak or missing?

Your filing checklist

- ✓ Read the whole draft out loud. Does it say what happened, in your words?
- ✓ Check every name, date, dollar amount and case number against your papers.
- ✓ Open the source behind each citation. Confirm it says what the draft says.
- ✓ Make sure each exhibit label matches the exhibit.
- ✓ Confirm your court's format rules and your deadline.
- ✓ Check whether your court requires an official form.
- ✓ Sign and date where your court requires it.

You are the one filing. Ask AI Legal™ prepares and checks. You decide what goes to the court.

Privacy, memory *and costs.*

Privacy mode

Your case files and chats are saved on your computer. Turn on `Privacy mode` in `Settings`. Names and other personal details are masked on your computer before anything goes to your AI service, and put back when the answer returns. Masked facts can still point to a person through context, so `Local-only mode` blocks remote AI requests completely when you want that.

Second Brain

Second Brain remembers your case: the facts, dates and names from your papers. It also keeps the writing lessons you teach it and a playbook of how you like things done. It does not retrain the AI model, and your court's rules always come before writing lessons.

Costs you control

- ✓ You use your own AI account and pay for your own usage.
- ✓ Set a monthly budget in the app. The `Costs` page shows your spending.
- ✓ Research and learning check your spending limits before each paid request.

ll · When you get stuck

Ask the chat first. For setup or app problems, reach us any time: (833) 711-1237, support@askailegal.com or askailegal.com/contact. The install video is in your welcome email. Support covers setup problems and questions about using the app for the first 30 days after activation. For questions about the law in your case, your court's self-help center, legal aid or a licensed attorney can help.