

Marrowfield LLP

FIRM GOVERNANCE · ARTIFICIAL INTELLIGENCE

Approved AI Tools Register

Sample: a fictitious firm, with invented people and matters, showing a completed CounselRisk governance instrument.

DOCUMENT ID	VERSION	EFFECTIVE DATE
MF-GOV-A1	Rev. 04	13 July 2026
OWNER	MAINTAINED BY	APPROVED BY
Chair, Governance Committee	Firm Administrator	Managing Partner
REVIEW CADENCE	NEXT SCHEDULED REVIEW	SUPERSEDES
Quarterly	12 October 2026	Rev. 03, 20 May 2026
CLASSIFICATION		
Internal. Circulated to all attorneys and staff.		

1 PURPOSE AND USE OF THIS REGISTER

This register records the firm's decisions on which artificial intelligence tools may be used in firm work, on what terms, and with what data. Every attorney and member of staff consults it before using any AI tool for firm work, including AI features embedded in software the firm already licenses. A tool that does not appear below is not approved by default: submit it to the Governance Committee on Form A3 (New Tool and New Use Intake) and wait for a recorded decision before use. Where a tool is listed as Conditional, the conditions are part of the approval, and use outside them is treated as use of an unapproved tool. A client's own restrictions, including outside counsel guidelines, supersede a firm-level approval recorded here.

2 STATUS DEFINITIONS

■ Approved	The tool may be used for the permitted uses listed, by any attorney or member of staff, subject to the conditions recorded against it.
■ Conditional	The tool may be used only for the uses listed and only while every condition recorded against it is met, including any restriction to a named group.
■ Prohibited	The tool may not be used for firm work on any device or under any account, including personal accounts, until the Governance Committee records a different decision.
■ Under review	An intake has been received and no approval decision has been recorded, so the tool is treated as not approved and no firm data may be entered into it.

Status is set by the Governance Committee and recorded here. No practice group, office, or individual may vary a status or a condition locally. Entry reference numbers are permanent and are not reused.

3 REGISTER OF TOOLS

Precedra A1-01

■ Approved

PERMITTED USES	Legal research. Identification of candidate authorities. First-pass summaries of candidate authorities.
CONDITIONS AND RESTRICTIONS	Every authority independently retrieved and read before any external use. Verification record on Form D4 completed and filed for work product that leaves the firm. Output is not filed, sent, or relied on in its generated form.
DATA PERMITTED	Matter facts in anonymized form. No client names, no party names, no document text.
APPROVED / DECISION	22 Jan 2026
REVIEW OWNER	Chair, Governance Committee

Microsoft 365 Copilot A1-02

■ Approved

PERMITTED USES	Internal drafts and internal correspondence. Summaries of firm documents already held in the firm's own systems.
CONDITIONS AND RESTRICTIONS	No client-identifying data in free-text prompts. The responsible attorney reviews output before it is circulated inside or outside the firm. Not to be used to generate legal analysis for delivery to a client. Attorney review before circulation, and no legal analysis for client delivery, added at Rev. 04.
DATA PERMITTED	Internal firm documents. Documents received under a client confidentiality undertaking only with the responsible partner's approval.
APPROVED / DECISION	22 Jan 2026 Entry amended 13 Jul 2026
REVIEW OWNER	Firm Administrator

Spellbook A1-03

■ Approved

PERMITTED USES	First-pass review and markup of transaction documents. Clause comparison against the firm's own precedent bank.
CONDITIONS AND RESTRICTIONS	Approved for the Corporate group; use by another practice group requires a Form A3 intake. Moved from Conditional to Approved at Rev. 03, on completion of Corporate group training and execution of firm-level terms. The responsible attorney reviews every suggested change before it reaches a draft.
DATA PERMITTED	Firm precedent documents. Executed client documents only with the responsible partner's approval.
APPROVED / DECISION	20 May 2026 Conditional from 6 Mar 2026
REVIEW OWNER	Chair, Governance Committee

Adobe Acrobat AI Assistant A1-04

■ Conditional

PERMITTED USES	Summaries of, and questions over, firm-internal documents.
CONDITIONS AND RESTRICTIONS	Internal documents only, pending completion of the firm's vendor review. Not to be used on client documents, discovery material, or documents received from opposing parties. Vendor review carried forward at Rev. 03 and remains open; escalated to the Governance Committee for decision at the 12 October 2026 review.
DATA PERMITTED	Internal firm documents.
APPROVED / DECISION	22 Jan 2026 Carried forward 20 May 2026
REVIEW OWNER	Firm Administrator

Westlaw CoCounsel A1-05

■ Conditional

PERMITTED USES	Research memoranda. Deposition preparation.
CONDITIONS AND RESTRICTIONS	Restricted to the Litigation group pending firm-wide training; use by another practice group requires a Form A3 intake. Verification record on Form D4 required for all output. Access is granted by the Firm Administrator to named users, not at group level.
DATA PERMITTED	Matter facts in anonymized form.
APPROVED / DECISION	6 Mar 2026
REVIEW OWNER	Chair, Governance Committee

Zoom AI Companion A1-06

■ Conditional

PERMITTED USES	Summaries and action items for firm-internal meetings.
CONDITIONS AND RESTRICTIONS	Firm-internal meetings only. Not enabled for client meetings, depositions, examinations, or any matter discussion with a participant from outside the firm. The meeting host confirms all participants are firm personnel before enabling.
DATA PERMITTED	Firm-internal meeting content.
APPROVED / DECISION	13 Jul 2026
REVIEW OWNER	Firm Administrator

ChatGPT (consumer tier) A1-07

■ Prohibited

PERMITTED USES	None.
CONDITIONS AND RESTRICTIONS	Prohibited by firm policy pending enterprise terms. The prohibition covers personal accounts used for firm work on any device. Requests for a firm arrangement go to the Governance Committee on Form A3.
DATA PERMITTED	None.
APPROVED / DECISION	22 Jan 2026
REVIEW OWNER	Chair, Governance Committee

Otter.ai A1-08

■ Prohibited

PERMITTED USES	None.
CONDITIONS AND RESTRICTIONS	Prohibited pending completion of the firm's data-handling review. Previously Conditional for internal meetings. Existing accounts closed by the Firm Administrator on the effective date.
DATA PERMITTED	None.
APPROVED / DECISION	13 Jul 2026 Conditional 22 Jan to 13 Jul 2026
REVIEW OWNER	Chair, Governance Committee

Harvey A1-09

■ Under review

PERMITTED USES	None pending.
CONDITIONS AND RESTRICTIONS	Form A3 intake received from the Corporate group on 8 July 2026. Vendor security questionnaire outstanding. No firm data to be entered and no trial account to be opened until the Governance Committee records a decision.
DATA PERMITTED	None pending.
APPROVED / DECISION	13 Jul 2026 Intake 8 Jul 2026
REVIEW OWNER	Chair, Governance Committee

Nine entries. Tools are grouped by status, then by the date the current status was recorded. A tool absent from this table has no status and may not be used for firm work.

4 RELATED INSTRUMENTS

Form A3	New Tool and New Use Intake (MF-GOV-A3). The route to a decision on any tool not listed above.
Form A4	AI Incident and Escalation Log (MF-GOV-A4). Fabricated or unverifiable output, verification failures, and data-handling events, logged within one business day of discovery.
Form D4	Verification Record (MF-GOV-D4). Completed wherever this register requires it.

5 CHANGE LOG

REV.	EFFECTIVE	CHANGE RECORDED	APPROVED BY
01	22 Jan 2026	Register adopted by the Governance Committee. Initial assessment of the five tools then in use across the firm: Precedra and Microsoft 365 Copilot approved; Adobe Acrobat AI Assistant and Otter.ai admitted as Conditional pending vendor review; ChatGPT (consumer tier) prohibited pending enterprise terms.	Managing Partner
02	6 Mar 2026	Westlaw CoCounsel added as Conditional, Litigation group only, pending firm-wide training. Spellbook added as Conditional for the Corporate group. Conditions for Precedra tightened so that no output leaves the firm without a completed Form D4, following a partner query about research memoranda sent to clients.	Managing Partner
03	20 May 2026	Spellbook moved from Conditional to Approved on completion of Corporate group training and execution of firm-level terms. Adobe Acrobat AI Assistant retained as Conditional and the vendor review carried forward. Data permitted recorded against each register entry at the Governance Committee's request, so that the data rule sits with the tool rather than in the policy alone.	Managing Partner
04	13 Jul 2026	Quarterly review. Otter.ai moved to Prohibited pending completion of the firm's data-handling review. Two condition clarifications to the Microsoft 365 Copilot entry. Zoom AI Companion added as Conditional, firm-internal meetings only. Harvey recorded as Under review on receipt of a Form A3 intake. Register reformatted to carry entry reference numbers.	Managing Partner

6 SIGN-OFF FOR REV. 04

PREPARED BY

Firm Administrator

Date 9 July 2026

REVIEWED BY

Chair, Governance Committee

Date 10 July 2026

APPROVED BY

Managing Partner

Date 13 July 2026

Sample document. Marrowfield LLP is a fictitious firm. The people, the matter, the record numbers, the dates and the decisions shown are invented for illustration. Any resemblance to a real firm, a real person or a real matter is coincidental and unintended. The MF-GOV form numbers are the fictitious firm's own identifiers for the framework's instruments; adopting firms assign their own. Tool names appear only to illustrate how a firm records its own decisions. They are not statements about any product's performance, and they do not describe any real firm's use of those products. This document illustrates a CounselRisk governance instrument. It is not legal advice, and it is not a template for adoption without adaptation to the firm's own circumstances. Jurisdiction-specific legal conclusions remain with the firm and its counsel. The CounselRisk framework is structured around the ABA Model Rules and Formal Opinion 512. CounselRisk is operated by QbitBrains LLC. counselrisk.com