



How to use our legal workspace

Introduction:

Our AI legal transcription uses artificial intelligence to convert spoken words from court hearings, client meetings, or legal interviews into clear written text. It helps lawyers, judges, and legal teams save time by quickly creating accurate records without manual typing. AI tools listen to audio, recognize legal terms, and produce well-formatted transcripts for case files or evidence. This reduces human errors, improves efficiency, and ensures reliable documentation. With AI handling the transcription, legal professionals can focus on research and case preparation instead of paperwork. It also keeps sensitive data secure, supporting privacy and compliance with legal standards and regulations.

1. Upload / Source

Upload audio/video

Purpose: Upload the legal audio or video that needs transcription (e.g., MP3, MP4, WAV, M4A, MOV, MKV, AAC, FLAC).

Example: Upload a recorded courtroom hearing case-hearing.mp3 to generate a verbatim transcript.

Check Usage

Purpose: View how many minutes of transcription you have used and how many remain in your plan.

Example: Check before uploading a 2-hour deposition to ensure your quota covers it.

Or paste a URL

Purpose: Provide a direct link to an online audio/video file instead of uploading from your computer.

Example: Paste a secure link like <https://example.com/deposition.mp4> to fetch and process it directly.

2. Security & Compliance

You can't "start processing" unless you enable this: "I confirm confidential handling for this patient (toggle)"

Encrypted at rest & in transit / Access controls & audit logs / GDPR / CCPA aware / NDA / MSA / DPA on request

Purpose: Inform users that all data meets strict legal and privacy standards.

Benefit: Ensures evidence and sensitive testimony remain confidential and compliant with regulations.

I confirm confidential handling for this matter (toggle)

Purpose: Explicitly mark the session as sensitive legal material.

Effect: Enforces stronger privacy rules and retention controls.

Example: Enable this for a deposition that contains confidential client or court information.

3. Legal Options

Strict verbatim

Purpose: Capture every word exactly as spoken, including fillers and false starts.

Example: Use for deposition or courtroom transcripts where exact wording is legally required.

Speaker diarization

Purpose: Automatically separate and label different speakers.

Example: Distinguish the voices of Judge, Attorney, and Witness in a multi-party discussion.

Include roles in transcript

Purpose: Insert the chosen role labels directly into the transcript text.

Example: Lines will appear as Judge: ..., Attorney: ..., Witness:

Role 1 / Role 2 / Role 3

Purpose: Define custom speaker roles that will appear in the transcript.

Example: Role 1 = "Judge", Role 2 = "Attorney", Role 3 = "Witness".

Note: if you are using Speaker diarization, its important to add and define a role for each case participants.

Timestamp interval

Purpose: Add timecodes at regular intervals to help reference specific moments.

Example: Select “1 minute” to insert [00:01:00] every minute for easy cross-checking in court.

Custom terminology (.txt/.csv)

Purpose: Upload a list of specialized legal terms or case-specific names to improve recognition and spelling.

Example: Add rare legal terms like “res judicata” or long witness names in a CSV.

Matter notes (optional)

Purpose: Provide background information or key case details that should be included in the final transcript.

Example: “Include references to Statute XYZ and note that Plaintiff = John Doe, Defendant = ABC Corp.”

4. Process

Start Processing

Purpose: Start the full transcription and formatting workflow.

Output: Deposition-ready PDF (with page and line numbers), DOCX/TXT transcript, and SRT/VTT subtitle files.

5. Exports

PDF (Deposition), DOCX, TXT, SRT, VTT

Purpose: Download results in the format best suited for legal use.

Examples:

PDF (Deposition): Court-ready file with proper pagination and line numbers.

DOCX/TXT: Editable for making annotations.

SRT/VTT: Time-coded captions for video evidence.

Quick Usage Flow

- 1.) Upload or paste a URL of your hearing or deposition audio/video.
- 2.) Check Usage to ensure available minutes.
- 3.) Enable Strict verbatim and Speaker diarization to capture exact speech with role separation.
- 4.) Enter Role names like Judge/Attorney/Witness and include them in the transcript.
- 5.) Optionally add Custom terminology and Matter notes for case-specific accuracy.
- 6.) Click Start Processing to produce a deposition-ready PDF and other export formats.