BRAIIN SYSTEMS · LEGAL AI

Legal AI User Guide

AI-assisted research, drafting, document review and matter management for UAE law firms

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Applies to the Legal AI web application (Legal Research, General Chat, Document Drafting, Case Summary, Client Intake, Contract Review, Document Vault, Matters, Email, Administration).

AI-generated content requires review by a qualified legal professional and does not constitute legal advice.

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1. Getting started

Signing in

Open the Legal AI address your administrator gave you in any modern browser (Chrome, Edge, Safari or Firefox on desktop; Safari or Chrome on a phone). Enter your username and password and press **Sign In**. Accounts are created by your firm's administrator — there is no self-registration.

Your session stays open for eight hours of use. Press **Sign Out** (top right) when you leave a shared computer.

Forgotten password

1. On the sign-in screen click **Forgot password?**
2. Enter your username or the email address on your profile and press **Send Reset Link**.
3. Open the email "password reset" and click **Reset password**. The link works once and expires after 60 minutes.
4. Choose a new password (at least 8 characters) and sign in.

> **NO EMAIL ON FILE?**
> The reset link can only be sent to an address saved on your profile. If you have none, ask an administrator to reset your password.

Your profile

Click your name or initials in the top bar to open **My Profile**. Here you can:

- **Save your email address** — used for password resets, and as the reply address when you email documents from the system.
- **Change your password** — enter the current password, then the new one twice.

2. The workspace

The screen has four areas. On phones the left panel is hidden behind the ☰ menu button.

AREA	WHAT IT CONTAINS
Top bar	**Vault** (all stored documents), **Admin** (administrators only), your name (profile), **Sign Out**.
Left panel — Modules	The six ways of working: General Chat, Legal Research, Document Drafting, Case Summary, Client Intake, Contract Review. Click one to open its form.
Left panel — Matter	The matter selector. Choose *All matters*, *Unassigned*, or a specific client matter. New work is filed under the selected matter. **New** creates a matter; **Manage** opens the matters list.
Left panel — History	Your previous conversations in the current module and matter. Click one to reopen it; the bin icon deletes it.
Main panel	The module form (when starting) or the conversation (once you have asked something). The header shows the module, the current matter badge and **New Chat**. Above a conversation, the *In context* tray lists documents the AI can see.
Follow-up bar	At the bottom of a conversation: attach files (paper-clip), type a follow-up question, dictate with the microphone, **Send**.

> **TIP**
> Every conversation belongs to exactly one module and (optionally) one matter. Switching module or pressing **New Chat** starts a fresh conversation; your previous ones stay in History.

3. Asking questions — the six modules

Each module is a form tuned for one kind of work. Fill in the fields, optionally add documents, and press the button at the bottom. All modules can use documents and all can consult official UAE sources online (see section 4).

General Chat

Free-form questions and discussion, like asking a knowledgeable colleague. Choose a *Response Style* (Standard, Quick Answer, Bullet Points, Tables, Full Legal Memorandum), optionally upload a document, and ask. Good for quick explanations, clause ideas, "what does this mean", or talking through a document.

Legal Research

Structured research under UAE law. Set the *Jurisdiction* (UAE Federal, DIFC, ADGM, Abu Dhabi, Dubai, Sharjah courts, DIAC), the *Practice Area*, the *Response Language* (English, Arabic, Bilingual) and the *Response Style*, then type the research question. Answers cite decrees, laws and articles and, where the question depends on current law, are checked against official UAE websites with a Sources list.

Document Drafting

Produces a complete draft in one go: contracts, memoranda, demand letters, MOUs, opinions, court pleadings, notices, board resolutions. Choose the *Document Type*, *Governing Jurisdiction* and *Language*, describe what you need (parties, terms, special clauses) and optionally upload a reference document. Court submissions follow the customary UAE 7-part memorandum structure. Client-specific details appear as `[___]` placeholders for you to complete.

Case Summary

Summarises and analyses documents. Choose a *Summary Focus* (Full, Risk Analysis, Obligations & Deadlines, Financial Terms), upload the file(s) or paste text, and submit. The answer extracts parties, dates, obligations, governing law, termination triggers, conditions, approvals and risks.

Client Intake

Turns a first client description into a structured intake summary: practice area, urgency and limitation periods, cross-border elements, immediate actions and the recommended type of specialist. Enter the client's name, contact, type (individual/corporate), practice area, urgency and the matter description, or upload the client's documents.

Contract Review NEW

A full review of one or more attached contracts. Choose the *Document Type*, whose position you are *Reviewing For* (neutral, buyer/client/employer, seller/provider/employee, lessor/lessee, lender/borrower, shareholder), the expected *Governing Jurisdiction*, the *Focus Areas* (tick as many as apply) and add any instructions. At least one document must be attached — upload it or pick it from the Vault.

The review always has seven sections: **1** Executive Summary · **2** Key Risks (table with High / Medium / Low severity) · **3** Obligations and Deadlines · **4** Missing or Weak Clauses · **5** Inconsistencies · **6** Suggested Redlines (original wording → proposed wording → rationale) · **7** UAE Law Compliance Flags (mandatory law, notarisation and attestation, Arabic language, onshore vs DIFC/ADGM, employment, data protection, AML, consumer protection).

A review of a typical commercial contract takes two to four minutes; the status line shows progress.

Response Style

STYLE	USE IT WHEN
Standard	Most questions — clear headings, numbered points, article references.
Quick Answer	You want the bottom line in a few paragraphs.
Bullet Points	Scannable lists grouped under short headings.
Tables	Comparisons: issue vs position, requirement vs status, party vs obligation.
Full Legal Memorandum	A formal memo with complete analysis (research and general chat).

4. Reading an answer

While the answer is being written

Answers stream onto the screen as they are produced. Under the typing indicator you may see status lines such as *Searching official UAE sources:* "…" and *Reading N results from official sources*. These mean the AI is checking current law on official government, legislative, court and regulator websites (for example uaelegislation.gov.ae, MOHRE, the Federal Tax Authority, DIFC and ADGM courts) before answering. It never searches the open web.

Sources and citation markers

When official sources were used, sentences carry small markers such as `[1]` `[2]` and a **Sources** panel at the end lists each source with a clickable link and its website. Click a link to open the original page in a new tab and verify the citation yourself.

> **ALWAYS VERIFY**
> The AI is instructed never to invent article or decree numbers, and it checks official sites when the answer depends on current law — but it can still be wrong. Treat every citation as a lead to verify against the primary source before relying on it.

Follow-up questions

Type in the bar at the bottom to continue the same conversation: ask for clarification, a different angle, a shorter version, an Arabic version, or a draft based on the answer. Attach further documents with the paper-clip. The whole conversation, including every attached document, stays in the AI's context.

If something goes wrong

If a request fails you will see a short explanation and a **Retry** button. Common causes: a very long document set, a temporary service issue, or a network drop. Retry re-sends the same request.

Notices

Occasionally a small notice appears under an answer, for example that the answer reached its length limit (ask it to continue), that a web search could not be completed, or that the daily web-search allowance was reached (the answer was given without live sources).

5. Documents and the Vault

Uploading with a question

Every module form has a **Documents** area: click it to choose files or drag and drop. You can also attach files to a follow-up with the paper-clip. Supported: PDF, Word (.docx), images (PNG, JPG, GIF, WebP) and plain text.

LIMIT	VALUE
Files per request	10
Size per file	20 MB
Combined size per request	20 MB
Documents in one conversation	20 (and 20 MB of PDFs/images in total)
Old .doc files	Not supported — save as PDF or .docx first

What happens to an uploaded file

Every file you upload is stored once in the firm's **Document Vault**, filed under the current matter, and attached to the conversation. It remains available to the AI for every later question in that conversation (you do not need to re-upload it), and you can reuse it in other conversations. Uploading the same file twice returns the existing copy.

The Vault

Open it with **Vault** in the top bar, from the **Vault** button in the In-context tray, or with **Attach from Vault** in a module form.

- **Filter** by matter (or Unassigned) and by file name.
- **Upload to vault** stores files under the selected matter without asking a question.
- Each row shows the document's matter, size, page count, who uploaded it and when. Actions: attach/detach to the open conversation (link icon), **download**, **email** (envelope), **delete** (bin — uploader, matter lead or administrator only).
- In *pick* mode (from a form) tick the documents you want and press **Use selected**; they appear as chips in the form.

The In-context tray

Above an open conversation, the tray labelled **In context** lists the documents the AI can currently see. Remove one with its ×, or press **Vault** to attach more. Changing the set takes effect from the next question.

> **MATTERS AND DOCUMENTS**
> A conversation under a matter can only use documents from that matter or unassigned documents. Documents in a restricted matter are visible only to that matter's members (section 6).

6. Matters, ethical walls and conflict checks

A **matter** is a client file. Conversations and vault documents are organised under matters, so a client's work is kept together and can be found by anyone who is allowed to see it.

Choosing a matter

Use the **Matter** selector in the left panel. The choice is remembered on your device. With a matter selected, History shows only that matter's conversations, new conversations are filed under it, uploads go into its vault folder and the badge in the header shows its name. *All matters* shows everything you may see; *Unassigned* shows work not filed under any matter.

Creating a matter

1. Press **New** next to Matter (or **New Matter** in Manage Matters).
2. Enter the **Matter Name**, **Reference**, **Client** and the **Adverse / Other Parties**, one per line.
3. Choose the **Access**: *Firm-wide* (every colleague can see and use it) or *Restricted* (only the members you tick; you are added as lead automatically).
4. Press **Check Conflicts** (it also runs automatically when you leave the client or parties field). Review the result, then **Create Matter**.

Conflict screening

The client and adverse parties are compared with every matter in the firm — including restricted matters, which are reported by name only. Company suffixes and punctuation are ignored, so "Globex FZ LLC" matches "Globex FZE".

RESULT	MEANING
CONFLICT	Your client is an adverse party in another matter, or your adverse party is the firm's client elsewhere. The matter cannot be created until you tick the acknowledgement and record a clearance note (for example, informed consent obtained). Both are written to the audit trail.
RELATED	The same adverse party appears in another matter — for information.
EXISTING CLIENT	The firm already has a matter for this client.

Ethical walls (restricted matters)

A restricted matter is invisible to everyone except its members: its conversations, documents and details do not appear in lists, cannot be opened, downloaded or attached, and the AI cannot be asked about them by a non-member. Removing someone from the matter cuts their access immediately — including to conversations they wrote themselves. Administrators can manage membership but do not see the content unless they are members.

Roles: a **lead** can edit the matter, close or reopen it, change its access and manage members; a **member** can work in it. A matter always keeps at least one lead.

Manage Matters

Manage opens the list of matters with client, reference, status, access and document count. For each matter: **Use** (make it the active matter), the folder icon (open its vault), the people icon (**Members & access**: add or remove members, make someone lead, switch between firm-wide and restricted), the list icon (**Activity**: who did what in this matter), the pencil (edit name, client, reference, adverse parties), and close / reopen.

A **closed** matter keeps everything readable but no new conversations can be started under it until it is reopened.

7. Exporting and sharing

Under every finished answer:

BUTTON	RESULT
Email	Sends the answer as an attachment (PDF, Word or both) to colleagues from the firm directory and/or other addresses, with an optional note. The message goes out in your name and replies come to your own email address. Sending outside the firm asks for confirmation. Every email is recorded in the audit trail.
Save PDF	Downloads a branded PDF with the question, the answer (tables, sources and severity badges included), the date, your name and the firm's disclaimer.
Save Word	Downloads an editable .docx with headings, lists and tables. Arabic text is right-aligned.
Copy	Copies the answer as plain text (links become "title (url)") for pasting into email or a document.

Vault documents can be emailed from the Vault (envelope icon) or downloaded (arrow icon).

> **EMAIL AVAILABILITY**
> Email buttons appear only when your administrator has configured the firm's mail connection. Addresses: colleagues appear in the picker once they have saved an email on their profile.

8. Voice dictation and Arabic

Dictation

Every question box and the follow-up bar have a microphone button. Click it, allow microphone access when the browser asks, speak, and click again to stop. Transcription happens inside your browser — no audio is sent anywhere. The button pulses red while recording. Dictation needs a browser that supports speech recognition (Chrome, Edge, Safari) and a secure (https) connection.

Arabic

- Write your question in Arabic and the answer comes back in formal legal Arabic; Legal Research, Drafting and Review also have an explicit *Response Language* (English, Arabic, Bilingual).
- Arabic answers are displayed right-to-left on screen, in PDF and in Word exports.
- Arabic dictation is available through the EN / العربية language toggle where shown.

9. Administration

Administrators see an **Admin** button in the top bar. It opens three tabs.

Users

- **Add user**: username, full name, role/title, email (required), initials, password, and whether the person is an administrator.
- Per user: switch **Admin** on or off, switch **Active** on or off (an inactive user cannot sign in; their history is kept), set the email address (pencil), and **Reset password**. You cannot deactivate yourself or remove the last administrator.
- **Send test email to me** checks the mail connection.

Usage

Requests, tokens, cache use and official-source searches for the last 7 to 365 days, per user and per module, with a daily chart. Use it to see who is using the system and how much. Cost figures are managed by the service provider and are not shown here.

Audit

An append-only log of every sign-in and failed sign-in, conversation opened, created or deleted, every AI request (with the documents sent and searches run), every document upload, download, attachment, deletion and email, every matter and membership change, every export, and every administrative action — with the user's IP address. Filter by period, user, action, matter or free text, and **Export CSV** for regulators or clients. Nothing can be removed from the audit log from within the application.

Ethical walls and administrators

Administrators can see that a restricted matter exists and manage its members, but cannot open its conversations or documents unless they are members. This keeps the wall meaningful.

10. Good practice, limits and troubleshooting

Professional responsibility

- Everything the system produces is a **draft for a lawyer's review**. It is not legal advice and must not be sent to a client or filed without review.
- Verify every citation against the primary source (the Sources links help). Prefer uaelegislation.gov.ae for statutory text.
- Do not paste privileged material into a conversation under the wrong matter; use the matter selector first.
- Use restricted matters wherever confidentiality within the firm is required, and keep adverse parties up to date so conflict checks work.
- Emails sent from the system carry a confidentiality notice, but check recipients before sending outside the firm.

Getting better answers

- State the jurisdiction (onshore, DIFC, ADGM) and the party you act for.
- Give the facts that matter: dates, amounts, notice periods, the clause in question.
- Ask one thing at a time; use follow-ups for the next point.
- For long documents, use Case Summary or Contract Review first, then ask targeted questions.
- If an answer is cut short, reply "continue".

Limits

- Up to 20 documents / 20 MB of PDFs and images per conversation. Very large files: split them or convert scans to text PDFs.
- Web checks are limited to official UAE sources and to a daily allowance per user.
- The system does not know your firm's internal precedents unless you upload them.
- Closed matters accept no new conversations; reopen the matter first.

Troubleshooting

SYMPTOM	WHAT TO DO
"You do not have access to this matter"	The matter is restricted. Ask its lead to add you.
A conversation disappeared from History	Check the matter selector (All matters) and the module; or you were removed from a restricted matter.
"Attach at least one document to review"	Contract Review needs a document — upload or pick from the Vault.
Upload refused	Check the file type and the 20 MB limits; old .doc files must be converted.
"This matter is closed"	Reopen it in Manage Matters (lead or administrator) or choose another matter.
Email button missing	Mail is not configured for the firm yet, or you are not signed in as a user with an email — ask an administrator.
Microphone does nothing	Allow microphone permission in the browser; use Chrome, Edge or Safari over https.
Request timed out	Retry; for very long tasks ask for a shorter answer or split the request.

11. Quick reference

Start work

1. Choose the matter (left panel).
2. Choose the module.
3. Fill the form, add documents, submit.
4. Follow up in the bottom bar.

Documents

- Upload in the form or with the paper-clip.
- Reuse from the Vault: Attach from Vault → tick → Use selected.
- See what the AI can read in the In-context tray.

Share

- Email · Save PDF · Save Word · Copy under each answer.
- Vault: download or email any document.

Matters

- New: name, client, parties, access, members → Check Conflicts → Create.
- Manage: use, vault, members & access, activity, edit, close/reopen.
- Restricted = members only; leads manage members.

Account

- Click your name → email address, change password.
- Forgot password? → link on the sign-in screen.

Administrators

- Admin → Users · Usage · Audit (CSV export).

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