

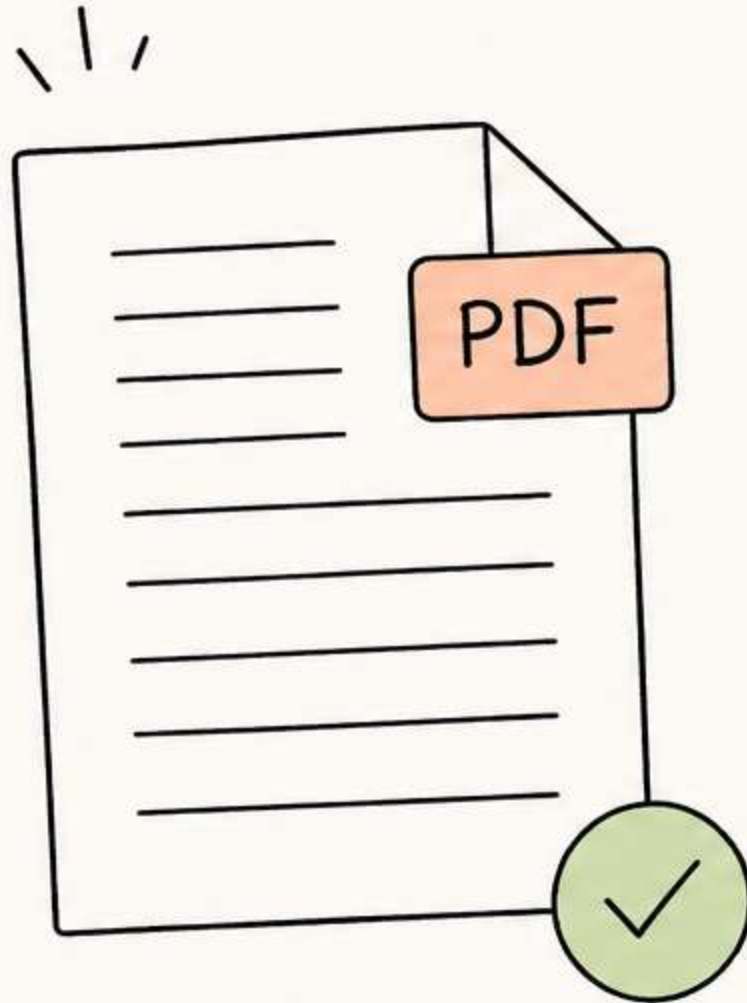


How to Summarize Large Judgements and Reports Using AI



1

PREPARE THE DOCUMENT



- Use a **clean, searchable PDF** (avoid scans if possible)
- If scanned, run **OCR**
- Remove irrelevant pages (cover, index, ads)
- **Divide** very large files into parts

2

CHOOSE THE RIGHT AI TOOL



ChatGPT



Claude



Gemini



Perplexity

- Upload the document or use copy-paste
- Prefer tools that allow long context
- Use advanced models for better accuracy



3 GIVE A CLEAR PROMPT

“Summarize this judgment in a structured manner. Highlight the facts, issues, findings, reasoning and final decision. Keep it concise and in bullet points.”



You can also ask for:

✓ Headnote style summary



✓ Case brief



✓ Key takeaways



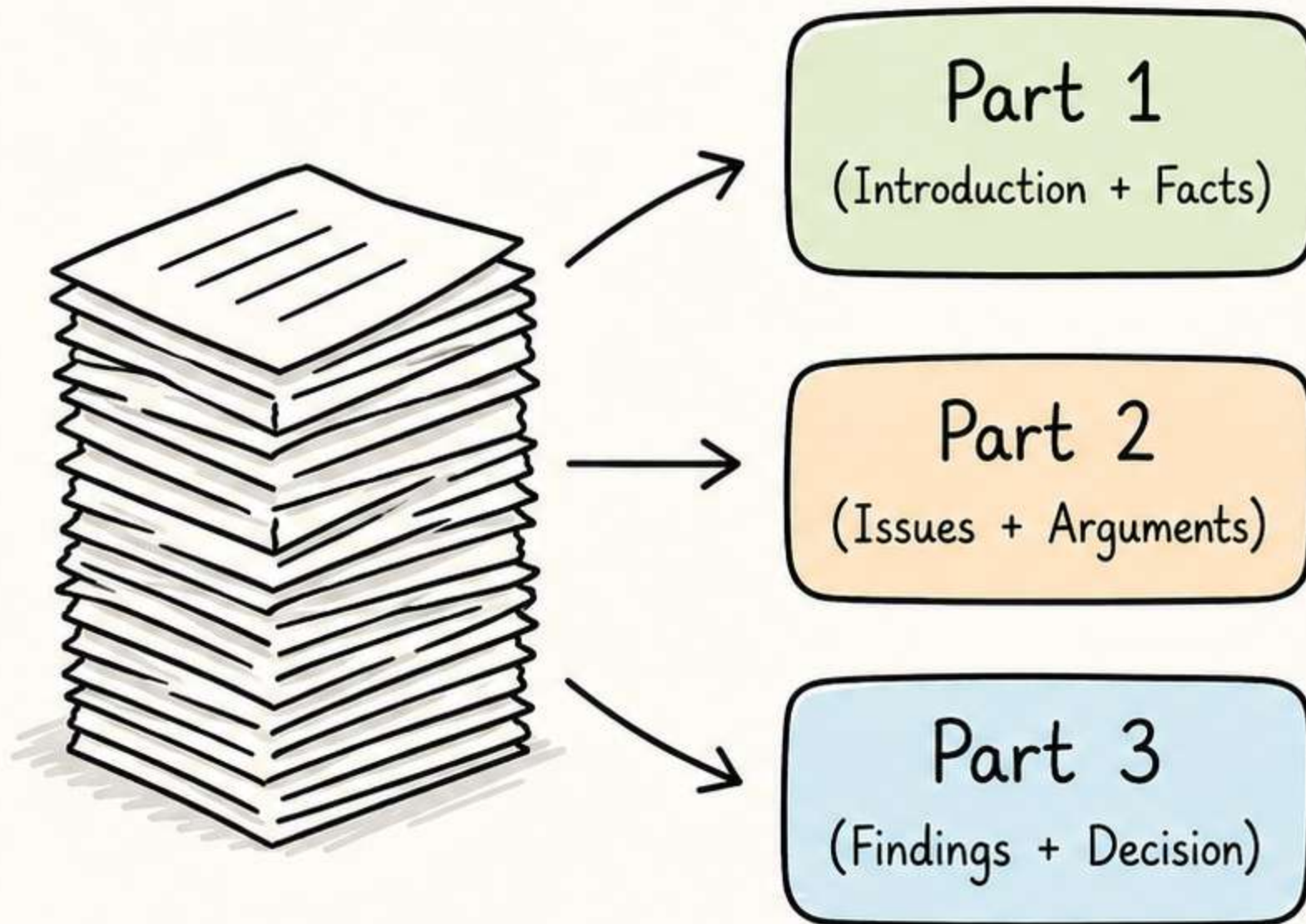
✓ Chronology of events



✓ Relevant quotes



4 BREAK IT DOWN (IF TOO LARGE)

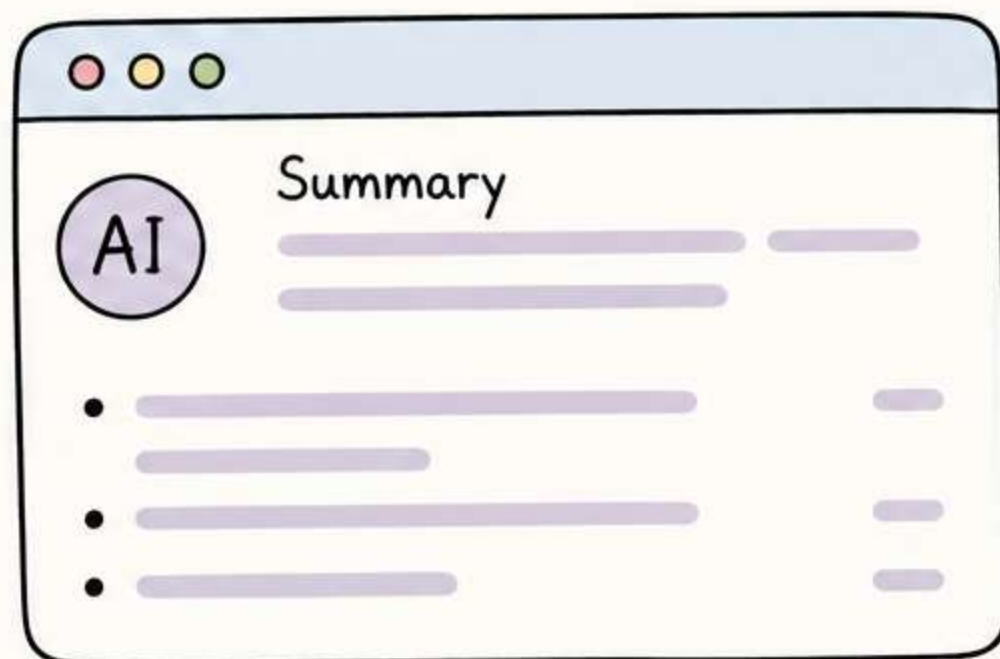


- ✓ Summarize each part separately
- ✓ Then ask AI to combine all summaries
- ✓ Ensures better accuracy and no information loss

5 REFINE & CUSTOMIZE



AI gives you a first draft.
Now make it YOURS!



Refine → Add your perspective →
Make it accurate & relevant



Tip: Refinement is the key to turning a good summary into a great one!

How to refine:



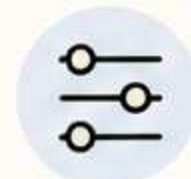
Add Depth: Ask for more detail on specific issues or reasoning.



Change Style: Ask for a more concise, student-friendly, or bullet point version.



Focus Areas: Request emphasis on specific laws, cases, or principles.



Adjust Length: Shorter summary? More elaborate? You decide.



Ask Follow-ups: Don't hesitate to ask "Can you explain this part more?" or "Give an example."

6

VERIFY & CROSS-CHECK



AI is powerful, but not perfect. Always verify, cross-check and ensure accuracy — especially for legal work.



AI SUMMARY

1. _____
2. _____
2. _____
3. _____
3. _____



ORIGINAL JUDGMENT



Your responsibility = Final output must be 100% accurate.



Tip: Never rely blindly. A quick cross-check can save you from serious mistakes!

How to verify:



Check Key Facts: Match facts, dates, parties, and events with the original.



Verify Legal Principles: Ensure laws, provisions, and ratios are correctly stated.

66

Cross-Check Quotations: Compare quotes and important lines with the judgment.



Check Citations: Verify case name, citation, court, and year.

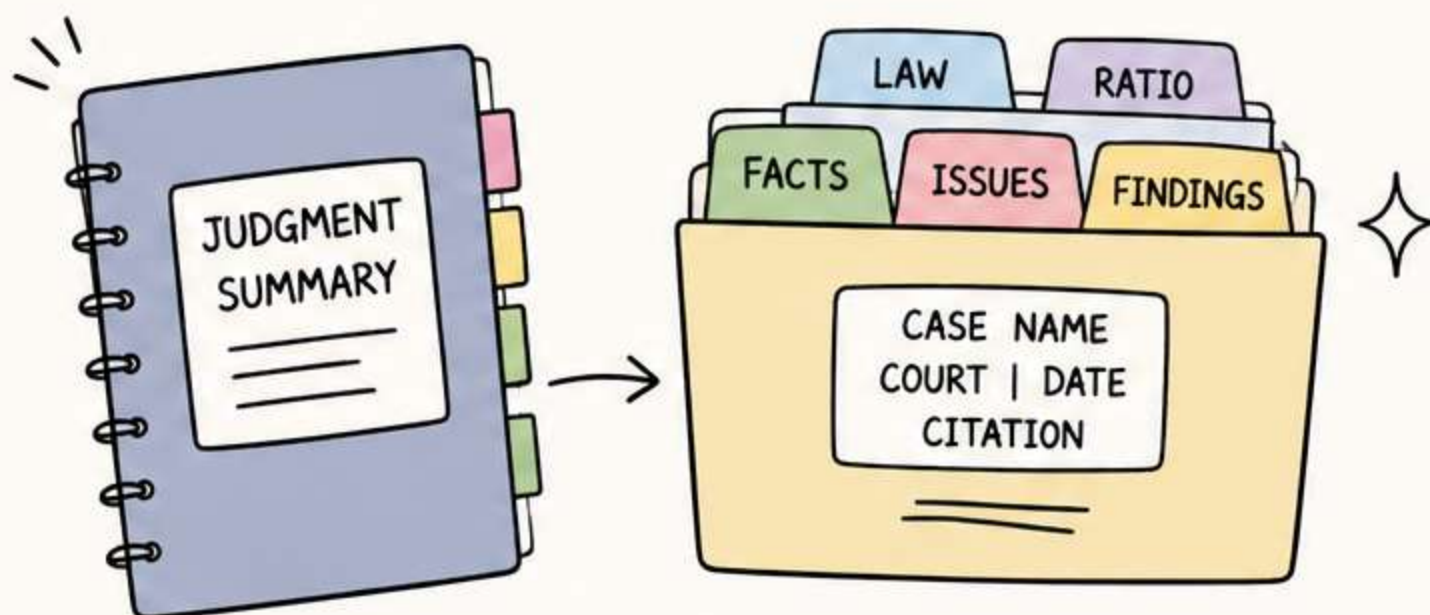


Use Multiple Sources: Refer to official judgment, court websites, or trusted databases.

7 SAVE & ORGANIZE



A great summary is useful only when you can find it easily and use it smartly!



Well organized notes today
= Faster research tomorrow
= Smarter legal work always!



Tip: A little organization today creates a powerful knowledge library for your legal journey!

How to save & organize:



Create a System: Use folders by subject area, case type, or court.



Use Tags & Keywords: Add relevant tags for quick search and retrieval.



Save in the Cloud: Google Drive, OneDrive, or Notion — access anytime, anywhere.



Export & Backup: Download as PDF or Word. Keep a backup regularly.



Maintain a Summary Notebook: Keep key learnings in your personal judgment compendium.

8 KEY TAKEAWAYS



AI is your assistant,
but YOU are the lawyer.
Use it wisely, verify always,
and make your work stand out!



1



Prepare
the Document

2



Choose the
Right AI Tool

3



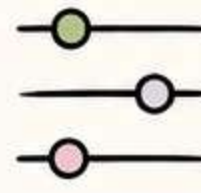
Give a
Clear Prompt

4



Break It Down
(If Too Large)

5



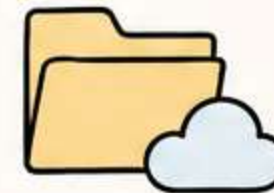
Refine &
Customize

6



Verify &
Cross-Check

7



Save &
Organize



Be curious. Be accurate. Be exceptional.



Smart summaries,
strong lawyers!

