

## AI Usage Policy for Submitted Work Product

Licensed Paralegal Application Requirement – Oregon State Bar

As artificial intelligence (AI) tools become more accessible and widely used in professional environments, their integration into legal work presents both opportunities and responsibilities. To uphold the standards of integrity, competence, and accountability expected of licensed paralegals, the following requirements apply to any applicant submitting work product that involves the use of AI:

### Disclosure and Identification of AI Usage

- **Advance Disclosure:**

Applicants must clearly disclose whether AI tools were used in the creation or drafting of any portion of a submitted work product.

- **Labeling Requirement:**

All content that is generated in whole or in part using AI must be explicitly labeled as “AI-Generated Content.” This labeling must appear either:

- Inline within the document, adjacent to the AI-generated section, or
- In a footnote or endnote, with clear indication of the corresponding content.

- **Prompt Submission:**

Applicants must include the exact prompt(s) submitted to the AI tool, along with any follow-up instructions that meaningfully influenced the generated output. Alternatively, applicants must explain why they do not have the exact prompt language and must provide the prompt language to the best of their recollection.

- **Verification of Accuracy:**

It is the applicant’s responsibility to review, verify, and fact-check any content (including AI-generated) for legal accuracy, relevancy, and appropriateness. Submissions containing unvetted or inaccurate content may reflect poorly on the applicant’s qualifications.

### Restrictions on Input Content

- **Confidentiality and Copyright Compliance:**

Applicants are expected to comply with applicable professional and ethical rules related to confidentiality and intellectual property.

- **Independent Work Requirement:**

The submitted work product must reflect the applicant’s own understanding, analysis, and professional skill. AI may serve as a drafting or research aid, but it may not substitute for the applicant's own substantive contributions.

“AI-Generated Content.”

### **Consequences of Non-Compliance**

Failure to adhere to these requirements—including failure to disclose AI use, omitting prompts, mislabeling generated content, or submitting unverified or misleading information—may result in:

- Rejection of the submitted work product;
- Delay or denial of licensure;
- Referral for investigation into character and fitness and other professional responsibility or ethics violations.

### **Intent and Purpose**

This policy ensures that applicants who choose to utilize AI tools do so transparently, ethically, and responsibly, preserving the integrity of the licensure process and aligning with the Oregon State Bar’s expectations of competence, diligence, and honesty in legal practice.