

# Week 1: Thomson Reuters New Year, New AI Tools Challenge

Welcome to CoCounsel

January 19<sup>th</sup> – 25<sup>th</sup> 2025

## Objective [How to enter]

Welcome to the New Year, New Tools Challenge! This a 3-week journey to get to know [CoCounsel](#), your new generative AI legal assistant. You will work through a sample appellate brief problem to practice prompting CoCounsel each week.

## What you need to do for Week 1 - *Time estimate: 10 minutes*

1. Follow the steps below to access your appellate case file and load it into your CoCounsel chat pane.
2. Use the Review skill to extract an overview of your case, issues and relevant facts.
3. Use the Draft skill to create a rough draft of your Statement of the Case and Statement of the Facts based on the overview you extracted with the Review skill.
4. Submit your entry for Week 1 [here](#). If you want to be eligible for this week's prize, **1 of 12 Ninja Creamis**, make sure to submit **by 1/25**.

Check out the entire challenge [here](#). You can complete other weekly contests and view your [grand prize entry status](#) along with the [official rules](#).

## Case Overview

Your clients, employees from EMD Sales, are responding to an appeal to the U.S. Supreme Court by their employer, EMD Sales. Your clients claim they were denied overtime pay and do not fall under the Fair Labor Standards Act (FLSA) salesman exception. EMD Sales argues the opposite.

The question presented is:

Whether the burden of proof that employers must satisfy to demonstrate the applicability of an FLSA exemption is a mere preponderance of the evidence-as six circuits hold-or clear and convincing evidence, as the Fourth Circuit alone holds.

## Case File

The case file has been preloaded into your CoCounsel databases. You can access the source files for review within CoCounsel as well.

# 1. How do I access the case file database within CoCounsel?

## Overview

CoCounsel can help you break a large case packet down to key issues and facts to look out for when you're reading through your full packet. To get started, you need to share that packet with CoCounsel in a new chat. We've preloaded your packet as a database in CoCounsel.

## Accessing the Case File

1. Within [CoCounsel](#) chat pane, click on Upload and then select **Files from a database**.

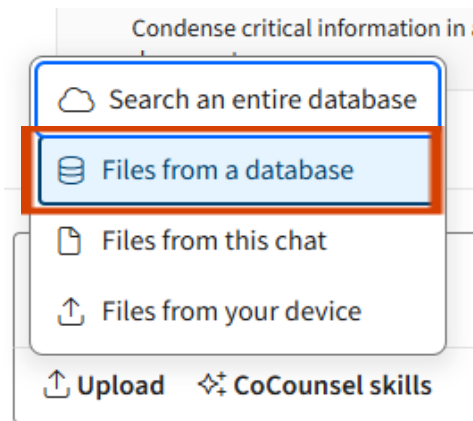


Figure 1. Upload selection menu

2. Select the Carrera Appellate Brief Case File database. If you're having trouble finding it, use the search box to narrow down the list of databases.

## Select a database

Refresh Search

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Name ↑↓	Created by	Date added ↓	Files ↑↓
<a href="#">Carrera Appellate Brief Case File</a>	Erica Mohai	12/02/24, 10:59 AM	10

Figure 2. Database selection table

3. Now you are ready to use your legal assistant to get started on your assignment.

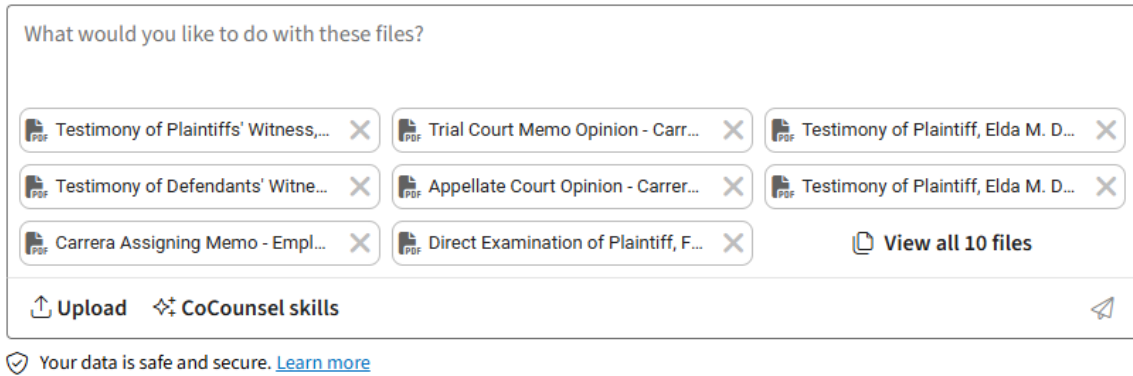



Figure 3. CoCounsel chat with case files attached

### Helpful Tip: Creating Your Own Databases

If you wanted to make your own database to upload content, just click on  databases on the far-left navigation pane and select the + Create new database button.

## 2. How do I use the Review Skill to get a description of my case and extract key facts?

### Overview

Gathering facts and events across numerous documents can be difficult and time consuming. It may also lead to errors by missing important pieces of information. CoCounsel has two skills that can help – **Review** and **Draft**. The Review Skill will look across all documents provided to pull together an overview of the facts for your case. The Draft Skill can help you create content you specify, such as a Statement of Facts.

### Steps

#### Review

1. After selecting your file documents, type **Review the district court and appellate court opinions and provide a description of the substantive facts of the case** in the CoCounsel chat box and submit your request.

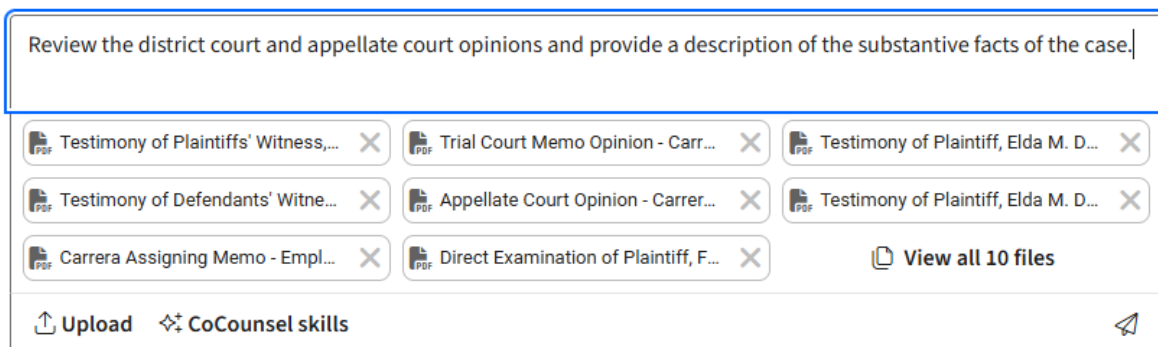


Figure 4. CoCounsel query with uploaded case files

2. Once the review is complete, view the results within the CoCounsel chat.
3. Click on **View all footnotes**. CoCounsel automatically provides references back to the documents in your database for easy verification.

### 3. How do I use the Draft skill to turn the description and key facts of my case into a rough draft of the Statement of the Case and Statement of the Facts?

#### Overview

Whether it's drafting outlines or practice quiz questions, CoCounsel's **Draft Skill** can help you create a wide range of content. In this case, you'll use CoCounsel to assist you in creating a rough draft of the Statement of the Case and Statement of the Facts.

#### Steps

##### Draft Statement of Facts

1. Next, you can prompt CoCounsel to help you begin putting together a statement of facts.
2. Return to your chat and type **Based on that description, draft a statement of the case and a statement of the facts**, then submit your request.

### 4. How do I submit my entry for this week's contest?

#### Overview

CoCounsel allows you to easily download and take your work with you. To enter The New Year, New AI Tools Challenge, you will need to download your work so you can copy and paste it on the submission page.

#### Steps

1. Download the Statement of the Case and Statement of the Facts from your last query.

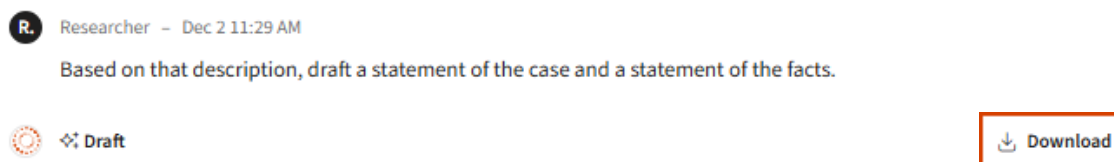


Figure 5. CoCounsel response download button

2. Open the document, select all and copy the text of the document.

3. Access the submission form [here](https://lawschool.thomsonreuters.com/new-year-new-tools/week-1-submission/) and paste your copied text to complete your entry.  
<https://lawschool.thomsonreuters.com/new-year-new-tools/week-1-submission/>

If you completed the above steps by 1/25, you'll be entered to win 1 of 12 Ninja Creami machines. Good Luck!