

MOHAVE COUNTY SUPERIOR COURT

AI Verification Checklist for Self-Represented Litigants

Artificial intelligence (AI) tools like chatbots or online assistants can be helpful for finding information. Information provided by the tool needs to be verified because the tools are not perfect and, on occasion, provide responses that are not correct. It can give information that sounds correct but is not accurate for Arizona Courts or your situation. **AI tools may provide you with information that appears to be legal advice. Keep in mind that these tools are not trained attorneys and cannot ensure the advice given is accurate and reliable.**

This checklist will help you:

- Understand what type of information the AI tool is giving you (fact, opinion, or suggestion).
- Check whether the information applies to your situation and your court.
- Confirm accuracy using trusted sources like the [Mohave County Courts Website](#), [statutes](#), [rules](#), and [Self-Help Centers](#).
- Avoid relying on incorrect or misleading information.

How to use this checklist:

- Go step by step.
- Answer the questions.
- Use the tips under each step to guide you.
- If you get stuck, ask court staff where you can check rules or find official information.
- The Self-Help Center can be a good starting place to help you gather information on checking citations. Self-Help Center Staff can help you with legal information such as finding and explaining forms, helping you understand general procedural requirements, and providing information on checking citations.
- Remember, it is always strongly encouraged to speak with a lawyer.

What is Generative AI?

Generative AI (GenAI) is a type of artificial intelligence that creates new content — such as text, images, or summaries — by analyzing patterns in large sets of data.

GenAI does not think or understand your situation. It predicts what might come next based on patterns, which means it can sound accurate, but may still be wrong.

☐ **Step 1: Identify the Type of Information**

☐ Is the information presented as a fact, opinion, or suggestion?

- **Fact:** A statement that can be verified, such as a deadline, form requirement, or specific court rule. Facts are the most reliable for planning your next steps.
- **Opinion:** An interpretation or recommendation that may not be accurate or complete. Treat with caution and verify with official sources.
- **Suggestion:** Information or advice that may help you think about options, but it may not cover all required steps or all available options. Confirm with official sources before acting and make your own decision.

Tips:

- Use facts over opinions or suggestions, when possible, when using AI for legal tasks.
- Each AI response may contain a mix of facts, opinions, and suggestions. Consider using this step to check each statement within a response.
- Use opinions or suggestions only as a starting point, then check against official sources like court rules, forms, self-help information, or a lawyer.
- Knowing the type of information helps you decide how much verification is needed before relying on it.

Why it matters:

Knowing whether the information is fact, opinion, or suggestion helps you determine reliability and decide how to verify the information before making any decisions. Facts are the most reliable information as it can be verified by looking at the original source.

☐ **Step 2: Check the Information is Relevant to Your Situation**

☐ Does the information match your case type (family law, [evictions](#), small claims, etc.)?

☐ Does it match your role in the case (defendant, tenant, landlord, etc.)?

☐ Does it apply [Arizona court rules](#) and [statutes](#)?

☐ Is it meant for the same level of court you're in Justice Court, Superior Court, [Court of Appeals](#), etc.)?

☐ Can you find the information from official sources to verify its accuracy and currentness?

Tips:

- Laws are different in each state.
- Rules are different in each state, and sometimes even between counties.
- Court processes vary by type of case (family, housing, small claims, etc.).

- AI tools often give general answers that don't fit every situation.
- Even if the information looks correct, it might not apply to your situation.
- Always double-check the information provided with official sources.

Why it matters:

Information that isn't relevant to your situation can mislead you or cause mistakes. Checking relevance ensures that you apply the information that AI gives you correctly to your situation.

☐ Step 3: Evaluate Citations, Sources and References

☐ Does the AI tool provide references or citations to sources? Some examples that the AI tool might provide include, but are not limited to:

- Arizona Court Rules and Statutes
 - a. Statutes and administrative rules are laws written by the executive branch on many topics. Statutes and Administrative Rules usually direct or command that certain actions be carried out, or that certain actions are prohibited.
- Case Law
 - a. Also known as "common law," refers to decisions put in writing by judges. The written decisions are called court "opinions." Judges in lower courts, such as trial courts, usually must make decisions that agree with the case law which is based on opinions from higher courts, such as the Supreme Court and the Court of Appeals.

☐ Do the citations provided by the AI tool come from official sources and are they consistent with Arizona court rules and laws?

☐ If unsure, can you:

- Ask court staff, [self-help center](#) staff, [law library](#) staff, or a [lawyer](#) for help?
- Look up the [rule](#), [statute](#), or [case](#) yourself on an official website?

Tips:

- Citations and references are only useful if they are accurate, current, and relevant to your jurisdiction (location).
 - a. See the [Arizona Free and Low-Cost Legal Research Databases](#) for more links to official sources to help you check your citation.
- Check any case or rule referenced to ensure it is still valid (has not been changed or reversed) and has not been hallucinated. For more information about AI hallucinations see the AI Overview.
- Confirm the accuracy of citations and references using official sources.
- Keep track of which sources you check for easy reference later.

Why it matters:

Relying on inaccurate or outdated citations can lead to errors. Failure to confirm the accuracy of the information provided by AI can result in negative consequences in your case.

☐ Step 4: Check Official Sources

☐ Have you checked official sources such as:

- Court-approved [forms and instructions](#)?
- [Self-help center](#) information or [help topics](#)?
- [Court rules](#), [statutes](#), and [case law](#)?
- A [lawyer](#)?

☐ Do these sources confirm the information you received from the AI tool?

Tips:

- Official sources are the most reliable way to verify information.
- If the AI tool gives instructions or deadlines, make sure they match the rules in your state and court.
- When checking information, consider venue (the county where your case is being handled) and court-specific requirements.
- If you're unsure how to check a rule or form, check with an official source.

Why it matters:

Checking official sources helps you determine if the information from the AI tool is reliable.

☐ Step 5: Check for Completeness

☐ Does the information you received from the AI tool include all necessary steps for your task, such as forms, deadlines, and filings?

☐ Are there any consequences if you miss steps?

☐ Have you verified any missing or unclear items using official sources?

Tips:

- Compare AI information with official sources to help avoid missing important steps.
- It is recommended that you pay attention to deadlines, [fees](#), or procedural requirements that could affect your case.
- Using checklists or step-by-step instructions from official sources can help confirm completeness.

- If the information you received from the AI tool leaves anything unclear, check with applicable official sources for clarification.

Why it matters:

Incomplete or inaccurate information can cause delays, rejected filings, missed deadlines, or other negative consequences in your case.

☐ **Step 6: Decide on Next Steps**

- ☐ Can you use this information with confidence, after checking official sources?
- ☐ If unsure, have you asked an official source (see Step 4)?
- ☐ Are there any additional actions you want to take to verify or complete your task?

Tips:

- You may want to avoid relying on AI-generated information unless you are confident that the information is accurate, complete, and applicable.
- Seeking information from court staff or a lawyer is not a sign of weakness; it helps prevent mistakes.
- Prioritize official sources and verified information over AI-generated information.
- It may be helpful to take notes on any decisions or confirmations you receive for future reference.

Why it matters:

Proceeding without verification or clarity can lead to mistakes that affect your case. Logging the steps you've taken and decisions you've made can help you refer to the information later, especially if you are asked for additional details throughout your case.

☐ **Step 7: Document Your Verification**

- ☐ Have you recorded the sources you checked and confirmations you obtained?
- ☐ Do you have a record of deadlines, [fees](#), or other important requirements verified from official sources?
- ☐ Have you noted any additional information or clarifications you received from court materials or [Self-Help Centers](#)?

Tips:

- It can be helpful to keep a record of the official sources you used, and any confirmations received.
- Documentation helps you track your steps and provides a reference if questions come up later.
- It may be helpful to include dates, forms, rules, or website links for easy reference.
- Even small notes about clarification from official sources can be useful in case of disputes or confusion.

Why it matters:

Documenting your verification ensures that you have proof of the steps you have taken and can rely on the information you received if questions arise.

Final Summary

Best Practices:

- Treat AI tools as helpful assistants, not final authorities.
- Verify facts, opinions, and suggestions against official sources.
- When in doubt, consult an official source.
- Keep a record of your verification steps.
- Use this checklist step by step.
- Remember that [statutes](#), [rules](#), and procedures vary by jurisdiction (location) and case type.

Important Reminder: Failure to verify the accuracy of information received from an AI tool can lead to negative consequences in court.

It is always strongly encouraged that you speak with a lawyer.

Additional Tips for Success:

- Prioritize information from official sources over information from an AI tool.
- Focus on facts over opinions or suggestions.
- Keep notes and document your process.
- Be patient—legal tasks often require careful verification and attention to detail.

Final Note:

Following this checklist helps you use AI tools safely and effectively while minimizing errors. It helps to ensure that your actions are accurate, relevant, and backed by trusted sources, giving you confidence in managing your legal tasks. Remember that you are responsible for the accuracy of anything you file in court, even if you got it from an AI tool.