

Checklist for using Generative AI in Tribunal Proceedings

This checklist is a guide only. It sets out obligations that already apply and does not create any new obligations. This checklist should be read in conjunction with the *Administrative Review Tribunal (Use of Generative AI) Practice Direction 2026*.

CHECKLIST

Before lodging, sending, presenting, or relying on material where Generative AI has been used, consider:

	Am I entering confidential, private, privileged or otherwise protected material into a publicly available Generative AI tool?
	Am I using a privately available Generative AI tool that ensures that any data remains confidential and is not shared for any purpose, including training of the tool?
	Have I checked the facts, calculations, citations, quotations, and sources?
	Can every legal authority, quotation and external source be located and reviewed?
	Does the final document reflect my own evidence, submission, or instructions?
	Was Generative AI used to prepare, alter, analyse, or translate any evidence?
	Do I need to disclose the use of Generative AI?
	Can I explain what tool was used, what it did and how I checked the output?
	Have I complied with all obligations, rules, directions, and other Practice Directions that apply?