



StateBrief

NORTH CAROLINA PROSECUTION

User Manual

AI-Powered Legal Analysis for NC Prosecutors

VERSION

2.0

ISSUED

June 2025

AI Legal Analysis

NC Law Cross-Reference

Filing-Ready Word Response

Secure Cloud Storage

CONFIDENTIAL

For authorized North Carolina prosecution personnel only. Unauthorized distribution is prohibited.

Table of Contents

1.	Getting Started	3
2.	Logging In to StateBrief	4
3.	Subscription & Access	5
4.	The Dashboard	6
5.	Uploading a Document	7
6.	Running AI Analysis	8
7.	Understanding the Analysis Results	9
8.	Drafting a Response	10
9.	Downloading the Word Document	11
10.	Account Management	12
11.	Maintenance Schedule	13
12.	Reporting Issues	13
13.	Important Disclaimers	14

Getting Started

What is StateBrief and how does it work?

What is StateBrief?

StateBrief is an AI-powered legal analysis platform built specifically for North Carolina prosecutors. Upload defense motions and briefs to automatically identify factual errors and misapplied statutes, cross-reference relevant NC General Statutes and appellate case law, and generate a polished Word document response that is nearly ready for filing — saving hours of research time.

System Requirements

StateBrief runs entirely in your web browser. No software installation is required.

- Google Chrome (recommended) or Microsoft Edge
- Stable internet connection
- A valid StateBrief account provided by your administrator

Supported Document Formats

- PDF (.pdf)
- Microsoft Word (.docx, .doc)
- Plain text (.txt)

Beta Notice — Pending NC AOC Approval

StateBrief has not yet received a formal Authority to Operate (ATO) from the North Carolina Administrative Office of the Courts. Until formal approval is obtained, do not upload documents containing sensitive personally identifiable information — including defendant Social Security numbers, dates of birth, or juvenile records. Redact or omit this information before uploading.

Logging In

Accessing your StateBrief account

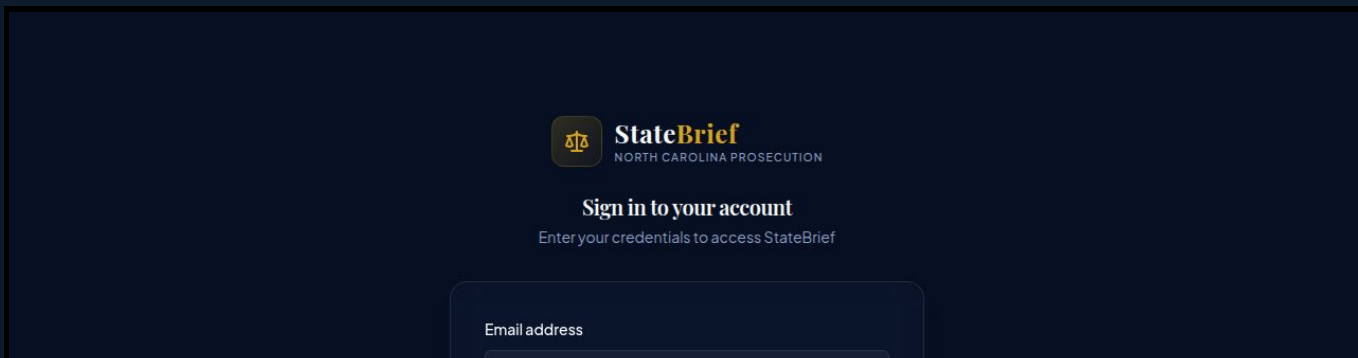


FIGURE 1 — StateBrief Login Screen

Step-by-Step Login

1

Open Your Browser

Navigate to your StateBrief URL in Google Chrome or Microsoft Edge.

2

Enter Your Email

Type the email address registered to your account.

3

Enter Your Password

Type your password. Passwords are case-sensitive.

4

Click Sign In

You will be taken directly to your dashboard upon successful login.

First-time users: click "Forgot your password?" on the login screen and enter your email address. You will receive a password-reset link within a few minutes.

Subscription & Access

Choosing your StateBrief Pro plan

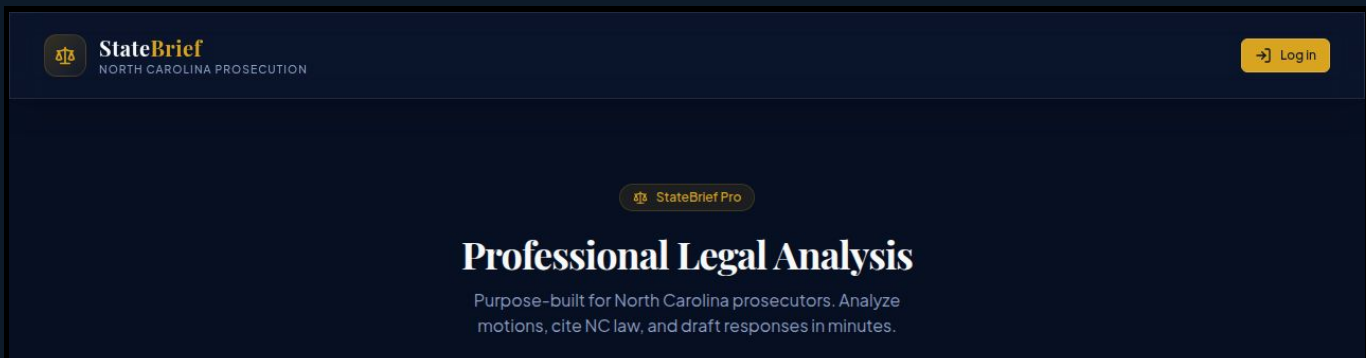


FIGURE 2 — StateBrief Pro Subscription Page

Plan Options

motions

systems

Cross-reference NC statutes & case law

Download drafted Word document responses

Monthly

Full access, billed monthly. Cancel anytime.

\$10 / month

Yearly

Full access, billed annually. Save 17% vs. monthly.

\$100 / year

How to Subscribe

- 1 Choose a Plan**
Select Monthly or Yearly using the toggle at the top of the subscription page.
- 2 Click Subscribe**
You will be redirected to a secure Stripe checkout to enter your payment details.
- 3 Complete Payment**
After payment, you are returned to StateBrief with full access activated.
- 4 Manage Your Billing**
Visit Account settings at any time to upgrade, downgrade, or cancel.

Beta testers with administrator-granted access have full platform access automatically and do not need a subscription.

The Dashboard

Your home base after logging in

Dashboard Overview

After logging in with an active subscription, you will land on the main dashboard. The top section contains the Upload Zone where you submit new documents for analysis. Below it, the Recent Analyses list shows all previously uploaded documents and their current status.

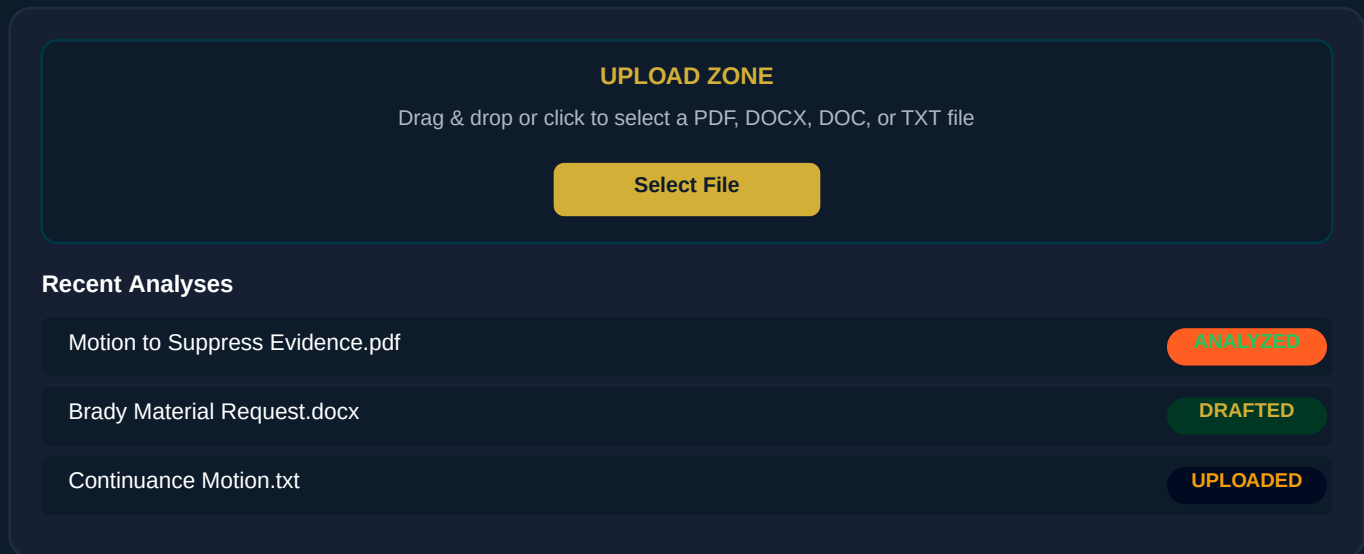


FIGURE 3 — Dashboard layout (illustrative)

Document Status Indicators

- **"uploaded"** Document received — analysis has not been run yet.
- **"analyzed"** AI analysis complete — review results on the detail page.
- **"drafted"** Response draft generated — Word file is ready to download.

Uploading a Document

Submit a defense motion or brief for analysis

How to Upload

1

Go to the Dashboard

After logging in, you are on the dashboard by default.

2

Locate the Upload Zone

The upload area is at the top of the page with a dashed border.

3

Select Your Document

Drag and drop your file onto the zone, or click to open a file browser.

4

Wait for the Upload

A progress indicator will appear. Do not close the browser tab during upload.

5

Document Appears in List

Your file will appear under "Recent Analyses" with the status "uploaded."

PII Reminder

Before uploading, redact or remove any defendant Social Security numbers, dates of birth, or juvenile record information. See the Beta Notice on page 3 for full details.

File Size

Uploaded files should be under 10 MB for best performance. Very large PDFs may take longer to process.

Running AI Analysis

Let StateBrief examine the document

Starting the Analysis

After uploading, click the document row in your Recent Analyses list to open the document detail page. Click "Analyze Document" to begin. Analysis typically takes 30–90 seconds depending on document length.

1

Open the Document

Click the document row in "Recent Analyses" on the dashboard.

2

Click "Analyze Document"

The gold button at the top of the document detail page.

3

Wait for Results

A spinner will appear. Do not refresh the page during analysis.

4

Review the Results

Results appear in labelled sections once analysis is complete.

What the AI Analyzes

- Factual errors and misrepresentations in the defense filing
- Misapplied or misquoted NC General Statutes
- Weak legal arguments and unsupported claims
- Citation accuracy — verifying case names and holdings
- Overturned or negatively treated case law cited by the defense
- Relevant NC Supreme Court and NC Court of Appeals authority
- Applicable 4th Circuit and U.S. Supreme Court precedent

AI Accuracy Disclaimer

The AI analysis is a powerful research aid but is not infallible. Always verify citations, statutes, and legal conclusions before relying on them in court filings. You are responsible for the accuracy of any document you file.

Understanding Analysis Results

Reading the AI output

Analysis Sections

The results page organises findings into the following sections:

Case Summary

A plain-language overview of the defense motion, including the key legal theories raised.

Identified Errors

Factual inaccuracies, misstated statutes, or misrepresented holdings found in the filing.

Citation Analysis

Each case cited by the defense is verified — showing whether it is accurate, overturned, or distinguishable.

NC Statutes & Cases

Relevant NC General Statutes and appellate cases supporting the prosecution's position, with direct source links.

Stronger Authority

Cases where the prosecution has stronger precedent than what the defense cited.

Prosecution Arguments

Suggested counter-arguments keyed to the specific weaknesses identified in the filing.

Print Summary

Use the Print button on the analysis page to produce a clean, printer-friendly summary of results — ideal for physical case files.

Drafting a Response

Generating a filing-ready Word document

How to Draft a Response

After the AI analysis is complete, StateBrief can draft a formal response. The draft is a structured legal document addressed to the court, incorporating the errors identified and the NC authority surfaced during analysis.

1**Complete the Analysis**

Run AI analysis first (page 8). The Draft button only appears after analysis.

2**Click "Draft Response"**

The button appears below the analysis results on the document detail page.

3**Wait for the Draft**

Generation takes 30–60 seconds. A spinner will appear — do not refresh.

4**Review the Draft Text**

The full draft appears on screen for your review before downloading.

5**Download the Word File**

Click "Download Response" to save the .docx file to your computer.

Review Before Filing

The drafted response is a strong starting point but must be reviewed and edited by a licensed attorney before filing. Verify all citations, confirm factual accuracy, and tailor the document to the specific case before submitting to the court.

Downloading the Word Document

Saving your response draft

Download Steps

1

Complete the Draft Step

The "Download Response" button only appears after a draft has been generated.

2

Click "Download Response"

Found on the document detail page after drafting is complete.

3

Save the File

Your browser will prompt you to save a .docx file to your computer.

4

Open in Microsoft Word

The document is pre-formatted and ready for editing.

Working with the Word Document

- Formatted with standard legal headings and paragraph structure
- All NC statute citations are in full citation format
- Case citations appear in standard NC / Bluebook format
- Add your district attorney's office letterhead and signature block before filing
- Review every section for accuracy before submitting to the court

Account Management

Managing your profile and subscription

Accessing Account Settings

Click your name or email in the top-right navigation bar and select "Account" to view your profile, update your email, change your password, or manage two-factor authentication (MFA).

Changing Your Password

1

Go to Account Settings

Click your name in the top-right corner, then "Account."

2

Click "Change Password"

Enter your current password, then your new password twice.

3

Save Changes

Your new password takes effect immediately.

Forgot Your Password?

On the login screen, click "Forgot your password?" and enter your email address. You will receive a password-reset link within a few minutes. The link expires after 1 hour.

Managing Your Subscription

From the Account page, click "Manage Billing" to open the Stripe portal where you can upgrade, downgrade, or cancel your subscription and update your payment method.

Security Recommendation

Enable two-factor authentication (MFA) in your Account settings for additional account security. Use an authenticator app such as Google Authenticator or Authy.

Maintenance & Reporting Issues

Scheduled downtime and how to get help

Scheduled Maintenance Window

Planned Maintenance — Sunday Afternoons

StateBrief will generally be offline on Sunday afternoons for routine updates, security patches, and infrastructure maintenance. We recommend planning your work accordingly and avoiding critical filing deadlines during this window. Specific outage times may vary — if the site is unavailable on a Sunday afternoon, this is expected and full service will return shortly.

Reporting Issues

How to Report a Problem

If you encounter any errors, unexpected behaviour, incorrect analysis results, or any other issues while using StateBrief, please notify us as soon as possible so we can investigate and resolve the problem promptly. Your reports are essential — we rely on user feedback to fix bugs quickly and keep the platform reliable.

Contact: batbuiltllc@gmail.com

What to Include in Your Report

- Your name and email address
- The document name you were working on (if applicable)
- A description of what happened and what you expected to happen
- The date and approximate time the issue occurred
- Any error messages displayed on screen (screenshots are very helpful)

Important Disclaimers

Please read before use

Not Legal Advice

StateBrief is a research and drafting aid. AI-generated analysis and response drafts do not constitute legal advice. All output must be reviewed and approved by a licensed attorney before reliance or filing.

Verify All Citations

While StateBrief cross-references NC case law and statutes, AI systems can make errors. Always verify every citation, statute reference, and legal holding independently before filing with the court.

AI Limitations

The AI model (GPT-5.1) may occasionally hallucinate citations, misinterpret legal language, or miss nuances in complex legal arguments. Use professional judgment to evaluate all output.

Pending ATO

StateBrief has not yet received formal Authority to Operate from the NC Administrative Office of the Courts. Do not upload documents containing unredacted PII (SSNs, DOBs, juvenile records) until ATO is granted.

Data Security

Uploaded documents are stored securely with no AI training retention. Do not upload documents you are prohibited from sharing under court order, attorney-client privilege, or applicable law.

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