

GaIA System User Manual

This manual aims to assist in using the system and providing the best tips for its operation.

Step 1: Accessing the System

To access the system, go to: <https://gaia.tjro.jus.br>.



- If you are already logged into the TJRO Single Sign-On (SSO) system, clicking "**Entrar**" (**Enter**) will redirect you to the home page.
- Otherwise, you will need to enter your username and password in the next step.

Step 2: SSO Login and Authentication

To access GaIA, you must have an active assignment (*lotação*) in **PJE Second Instance (PJE SG)**. Enter your SSO/Network credentials.



Entrar na sua conta

Nome de usuário ou e-mail
206983

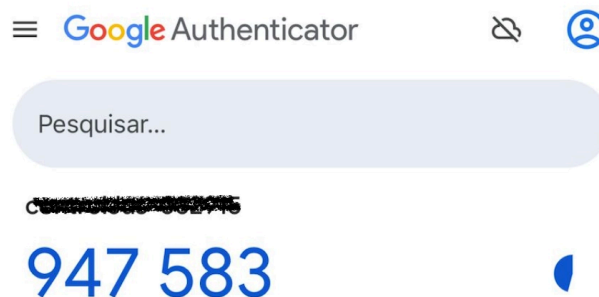
Senha
.....

Entrar

Ou entre com

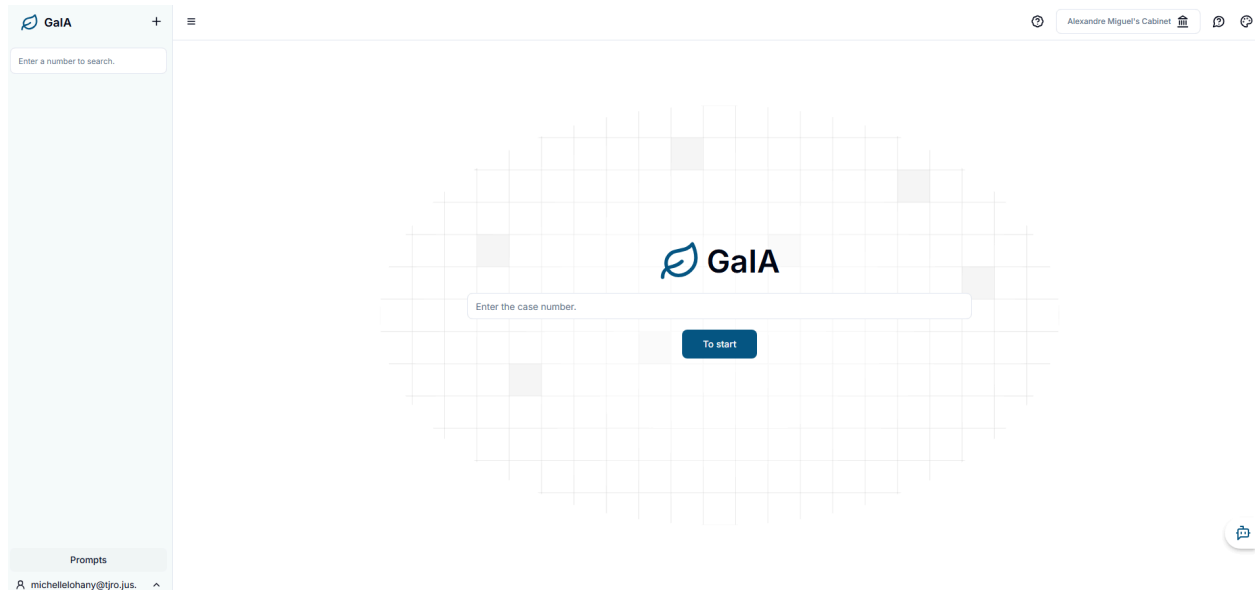
Conecte-se via CNJ

The SSO may request an authentication code generated by a token app, such as **Google Authenticator**.



Step 3: Home Page and Process Import

The home page contains several options to manage your work:



1. **Sidebar:** View process history and options.
2. **Add Process:** Button to start a new analysis.
3. **Current Assignment:** Shows your active judicial chamber.
4. **Forum/Q&A:** Access collaborative help.
5. **Customize:** Change system themes and colors.

Enter the **process number** and click "**Start**". The system will automatically import the document list from PJE.

Step 4: Document Selection and Indexing

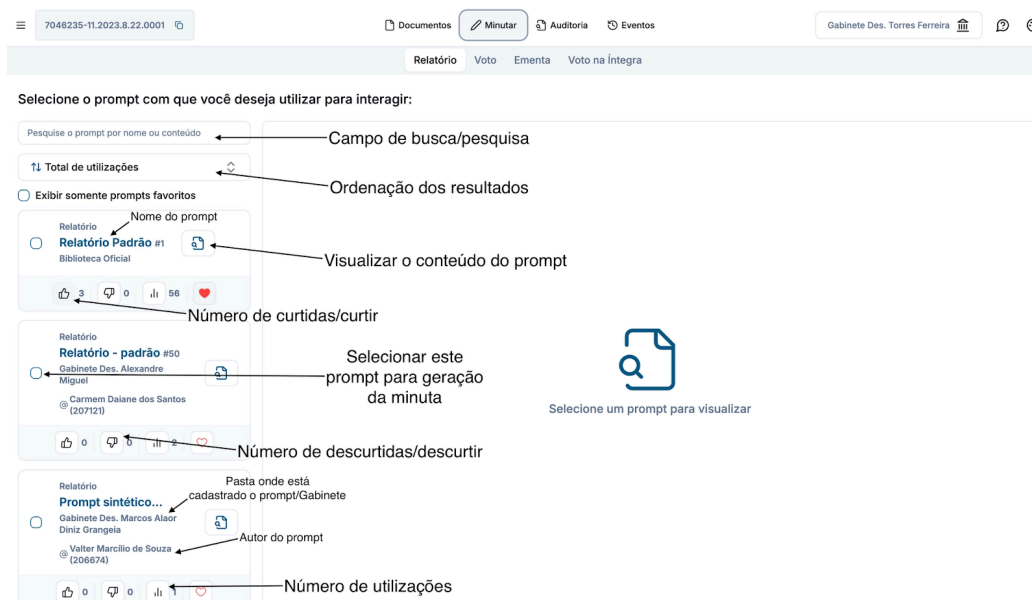
An AI analyzes the imported documents to pre-select those essential for the "context" of the generative analysis.



- **Certification:** The user must verify the AI's selection and manually add any missing relevant documents.
- **Precision:** The quantity and accuracy of selected documents directly impact the quality of the AI's response.
- Once validated, click "**Indexar documentos**" (**Index documents**) to proceed.

Step 5: Drafting (Minutar)

This stage is divided into specific tabs that compose the final judicial decision: **Relatório (Report)**, **Voto (Vote)**, **Ementa (Summary)**, and **Voto na Íntegra (Full Decision)**.



- **Prompt Selection:** Choose a command from the library to instruct the IA on how to analyze the context.
- **Interaction:** After generating the draft, you can use the **chat sidebar** on the left to request specific adjustments (e.g., "Include that the dismissal is based on Law X").

Extra Information: Vote Generation & Jurisprudence

The **Voto** (Vote) tab has an additional step: users can insert specific jurisprudence to base the text on.

The first screenshot shows the 'Gerar voto' (Generate vote) section. It includes a header with a document ID '7007029-84.2023.8.22.0002' and navigation tabs: Documentos, Minutar, Auditoria, and Eventos. Below these are tabs for Relatório, Voto (selected), Ementa, and Voto na íntegra. The main content area has a blue button 'Prosseguir para escolha de prompt' and a light blue button 'Inserir jurisprudência para o voto'.

The second screenshot shows the 'Voto' tab with a text input area for jurisprudence. The header is identical. The main content area has a heading 'Para gerar um voto, inclua as jurisprudências que deseja usar' and a subtext 'Caso não deseje inserir jurisprudência, basta clicar em continuar'. Below this is a large text box with a placeholder 'Digite ou cole o conteúdo da jurisprudência que deseja usar'. To the right of the text box are buttons 'Remover', 'Colar texto', and 'Continuar'. Below the text box is an 'Adicionar' button with a plus icon. Arrows point from labels to these elements: 'Campo para colar ou digitar jurisprudência' points to the text box, 'Continuar geração do Voto' points to the 'Continuar' button, and 'Adicionar jurisprudência' points to the 'Adicionar' button.

Prompt Library and Collaboration

The library is split into two main sections:

- **Official Library:** Prompts approved by a committee for general use.
- **Personalized Library:** Prompts created by users within their specific chambers.
- **Reuse:** You can open another user's prompt and use it as a template for a new one.



Forum and Support

Access the **Forum** to ask questions about prompt creation or document selection.



For technical support, contact the TJRO team:

- **Phone:** 0800 042 0662
- **Service:** Open a ticket through the "Por Aqui" system.

Important Governance Note: All content generated by GalA **must be reviewed and validated** by a responsible magistrate or staff member. The AI is a support tool; the final decision and critical analysis are always human.