

TUTORIAL • BRING YOUR OWN AI • CHATGPT

Connect Your ChatGPT to Trial Commander

The same Trial Commander connector that works with Claude, added to the ChatGPT you already use — so you can ask about your matters, deadlines and contacts from a normal ChatGPT conversation.

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What this is, in one paragraph

Trial Commander speaks a standard language called **MCP** that lets an outside AI assistant use its tools securely. ChatGPT can add a server that speaks it. Once added, you sign in to Trial Commander once, approve the connection, and ChatGPT can look things up in your practice — *scoped to exactly what you can already see*, and recorded in your audit trail like everything else.

READ THIS FIRST – IT IS NEWER THAN THE CLAUDE CONNECTION

These steps are written from OpenAI's published instructions. ChatGPT's menus change often, and OpenAI says whether you can add your own connection **depends on your ChatGPT plan and, in a workspace, on what your administrator allows**: at the time of writing its Help Center lists full support on ChatGPT Business, Enterprise and Edu, on the web. If a menu below is not where we say, that is the likeliest reason. Trial Commander is also applying to be listed in ChatGPT's own app directory, which will replace Part II with a single click.

WHAT YOU NEED BEFORE YOU START

A ChatGPT plan that allows you to add a connection (see above), your Trial Commander sign-in, and about five minutes. The connector comes with every Trial Commander plan, at one of two levels.

Which connector your plan includes

PLAN	CONNECTOR	WHAT YOUR CHATGPT CAN DO
Starter (free) · Bronze · Silver	Read-only	Find a matter, and read its deadlines, contacts, matter health and trial status. Five tools, up to 200 calls a month. It cannot change anything.
Gold · Platinum · Enterprise, and any trial	Working	Everything above, plus notes, communications, documents, time and billing — and, where you allow it, writing: adding deadlines and notes, logging time, drafting documents.

The level follows your firm's plan automatically; nobody reconnects when the plan changes.

Part I · Check it on the Trial Commander side

1. Open **Settings** → **Connect your AI** — every member of the firm's staff has this card. It tells you which connector level your firm has, shows the connector address with a **Copy** button, and has a **ChatGPT** tab with these steps in short.
2. **Settings** → **MCP Access** lists every active connection and lets you revoke any of them with one click. A firm administrator sees its card in Settings; everyone else opens it from the link at the foot of *Connect your AI*, and sees their own connections there.

3. If you are not a firm administrator, the firm's **Member connections** switch on the MCP Access page must be on for you to connect your own ChatGPT. It is on unless an administrator turned it off; ask your administrator if it is not.
4. Every firm administrator is e-mailed whenever anyone in the firm approves a connection — who connected, which tool, the access granted and when (never a code or token) — so they can review or revoke it under Settings → MCP Access.

Part II • Add the connection in ChatGPT

1. In ChatGPT on the web, open **Settings**, choose **Security and login**, and turn on **Developer mode**. (In a workspace, an administrator may need to allow this first.)
2. Open **Plugins** and select the **plus** button to add one.
3. Give it a name you will recognise — *Trial Commander* — and a short description.
4. Under **Connection**, choose **Public endpoint** and enter exactly:
`https://app.trialcommander.com/api/mcp`
5. Create the connection.

Part III • Sign in and approve

YOU WILL SEE	WHAT TO DO
A Trial Commander sign-in page	Sign in as you normally do, including your second factor if you have one. ChatGPT never sees your password.
A consent screen naming ChatGPT and the permission it is asking for	Read it. On a read-only plan the only permission offered is <i>read</i> . Approve.
ChatGPT again	The connection is made. Go back to Settings → Connect your AI in Trial Commander and press Test connection on the ChatGPT tab — it shows the connection with its date. It is also on the list at Settings → MCP Access .

Part IV • Confirm it worked

In a new ChatGPT conversation, with the Trial Commander connection switched on for that chat, ask: “*What deadlines do I have in the next two weeks?*” The answer should name your own matters. If ChatGPT asks to confirm before it changes anything, that is by design.

The governance you should know

- **Scoped to your access.** ChatGPT can reach exactly the matters you can, and no others.

- **Every call is logged.** Who, which matter, when — in the same append-only audit trail as everything else.
- **Runs on your ChatGPT plan.** It never draws on the firm's in-app AI allowance.
- **Revocable from both ends.** Settings → MCP Access revokes it on the Trial Commander side; ChatGPT's own settings disconnect it from theirs. Disabling a user ends their connection with them.
- **Confidentiality is your judgment, per client — and it matters more here.** A connection moves matter content — client confidences — into an AI service the firm does not operate. Before you connect, check what your ChatGPT plan does with your conversations: some consumer plans may use them to improve OpenAI's models unless you turn that off, while business plans generally do not. Whether that is consistent with your obligations on a given engagement is your call; The Florida Bar's Ethics Opinion 24-1 is the place to start. The Administrator's Manual (Part VII) covers this in full.

Trouble? Three quick answers

SYMPTOM	CAUSE & FIX
No Developer mode switch, or no way to add a connection	Your ChatGPT plan or your workspace's policy does not allow it. This is set by OpenAI and by your workspace administrator, not by Trial Commander.
ChatGPT says a Trial Commander tool is not part of the firm's plan	You are on the read-only connector and asked for something only the working connector does. The table above says which is which.
ChatGPT says the firm has used its calls for the month	The read-only connector includes 200 calls a calendar month. They are available again on the first.

What about Microsoft Copilot?

Not yet. Copilot does not let a person add a server by its address the way Claude and ChatGPT do; it needs a packaged *agent*, published by us and approved by Microsoft. That is in preparation. When it is available it will appear in Copilot's own agent store, and this shelf will gain a guide for it.

Trial Commander is practice-management software. Nothing here is legal advice; the ethics questions are yours to decide.