



**IDEAL
INSTITUTE GUJRAT**
ONLINE & IN PERSON COURSES

AI FOR LAWYERS

A PRACTICAL QUICK GUIDE

**Work Smarter, Save Time
& Serve Clients Better
with AI**

-  Save Hours Every Week
-  Draft, Research & Review Faster
-  Improve Accuracy & Productivity
-  Enhance Client Communication
-  Grow Your Law Practice
-  Ethical & Responsible AI Use



By
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Educationist | AI Trainer |
Digital Creator



Empowering Lawyers
with AI for a Smarter
Legal Future

AI FOR LAWYERS

A PRACTICAL QUICK GUIDE

HOW TO USE THIS GUIDE

This guide is designed to help lawyers save time, work smarter and deliver better results with the power of AI.



WHAT IS AI?

AI (Artificial Intelligence) refers to tools and technologies that can understand language, analyze information and assist with tasks that normally take time.



WHO SHOULD USE THIS GUIDE?

Advocates, legal practitioners, law firm partners, legal advisors, paralegals and law students who want to improve productivity using AI.



RECOMMENDED AI TOOLS

- ChatGPT
- Claude
- Gemini
- Perplexity
- Microsoft Copilot
- NotebookLM
- And more...



BEST PRACTICES

- Be specific in your prompts
- Provide clear context
- Review and verify all outputs
- Protect client confidentiality
- Use AI as your assistant, not a replacement



ETHICAL REMINDER

Always protect client confidentiality.
Remove names, case numbers, addresses and sensitive information before using AI tools.
You are responsible for every final document.



QUICK START CHECKLIST

- ✓ Choose the right AI tool
- ✓ Learn prompt writing
- ✓ Start with simple tasks
- ✓ Review & verify outputs
- ✓ Integrate into daily workflow

WHY THIS GUIDE?

AI can reduce hours of work, improve accuracy and help you focus on high-value legal practice and client advocacy.



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AI FOR LAWYERS

A PRACTICAL QUICK GUIDE

AI CAN SAVE HOURS EVERY WEEK

AI handles repetitive tasks quickly so you can focus on strategy, advocacy and serving your clients better.



LEGAL RESEARCH

Find relevant cases, statutes and authorities faster with AI-powered research assistance.

01



DRAFTING

Draft contracts, notices, pleadings and agreements in minutes with professionally structured prompts.

02



REVIEWING

Review documents for risks, missing clauses, inconsistencies and legal issues in seconds.

03



SUMMARIZING

Summarize lengthy judgments, contracts, case files and evidence into clear, concise insights.

04



CLIENT COMMUNICATION

Write professional emails, explain legal concepts, create FAQs and respond faster to clients.

05



MARKETING

Create blog posts, social media content, website copy and newsletters to grow your law practice.

06



ADMINISTRATION

Manage schedules, draft bills, create task lists, meeting notes and automate routine office work.

07



DAILY AI WORKFLOW FOR LAWYERS

A simple daily workflow to help you save time, stay organized and serve clients better.



KEY TAKEAWAY

Use AI at each step of your day to save time, reduce stress and deliver better legal results.



AI is your assistant.
You are the expert.
Work together. Win together.

BEST AI TOOLS

EVERY LAWYER SHOULD KNOW

Powerful AI tools that help you research, draft, analyze, write and manage your legal work efficiently.



Advanced AI assistant for drafting, research, analysis, brainstorming and more.

Best For:
Drafting, Legal Research, Emails, Explanations



Excellent for long documents, complex analysis and detailed legal reasoning.

Best For:
Long Documents, Case Analysis, Legal Opinions



Strong research capabilities with real-time data and Google Workspace integration.

Best For:
Research, Real-time Info, Workspace Tasks



AI-powered search with credible sources and citations for accurate legal research.

Best For:
Legal Research, Case Law, Citations, Quick Answers



Organize documents and get AI summaries, insights and answers from your files.

Best For:
Case Files, Document Summarization, Notes



AI assistant for Word, Excel, PowerPoint, Outlook and Microsoft 365 apps.

Best For:
Office Tasks, Drafts, Data, Presentations, Emails

WHEN TO USE EACH TOOL?

- | | | |
|----|---|--|
| 01 |  ChatGPT | ► Use for drafting documents, researching laws, explaining legal concepts, writing emails and brainstorming. |
| 02 |  Claude | ► Use for analyzing long case files, complex legal reasoning and detailed legal opinions. |
| 03 |  Gemini | ► Use for real-time legal research, Google Docs/Sheets, case law updates and online information. |
| 04 |  Perplexity | ► Use for finding accurate legal sources, citations, precedents and quick factual answers. |
| 05 |  NotebookLM | ► Use for organizing case documents, summarizing files and getting insights from large materials. |
| 06 |  Microsoft Copilot | ► Use for Word drafts, Excel analysis, PowerPoint presentations, Outlook emails and daily office work. |

 **TIP:** Combine multiple AI tools for better results.



Always review and verify AI results before using in legal practice.

PROMPT WRITING FORMULA

THE KEY TO BETTER AI OUTPUTS

A well-written prompt gives accurate, relevant and high-quality results.



GREAT PROMPT = CLEAR INPUT → BETTER OUTPUT



ROLE

Define the AI's role or expertise.

Who should AI act as?



GOAL

Clearly state what you want.

What do you want to achieve?



CONTEXT

Provide relevant background information.

What details does AI need?



JURISDICTION

Mention the country, state or law area.

Which law applies?



OUTPUT FORMAT

Specify the format you need.

How should AI respond?



TO NE

Set the tone and style of the response.

How should the response sound?



REVIEW

Review, verify and refine the output.

Check and improve the result.

PROMPT WRITING TIPS



BE SPECIFIC

Specific prompts get specific results.



PROVIDE CONTEXT

More context = better accuracy.



MENTION JURISDICTION

Laws vary by country, state and situation.



CHOOSE FORMAT

Ask for bullets, tables, drafts or summaries.



SET THE TONE

Professional, friendly, formal or persuasive.



REVIEW & REFINE

Always verify and improve the output.

EXAMPLE STRUCTURE



Act as a [ROLE]



Help me to [GOAL]



Here is the context [CONTEXT]



The jurisdiction is [JURISDICTION]



Provide the output in [OUTPUT FORMAT]



Use a [TONE]



Please review and suggest improvements.

QUICK EXAMPLE

“ Act as an experienced **corporate lawyer**. Help me draft a **Non-Disclosure Agreement** for a **technology company**.

The context is a **startup** sharing confidential information with potential investors.

The jurisdiction is **Pakistan**.

Provide the output in a **professional NDA format** with clear clauses.

Use a **formal and precise** tone. Please review and suggest improvements.”



REMEMBER:

The better your prompt, the better your AI assistant. Invest time in your prompt and save hours in your work.



AI is a powerful assistant, but your legal judgment makes it perfect.

FASTER LEGAL RESEARCH

AI helps you find the right legal information quickly and accurately so you can focus on winning cases.



1 RESEARCH STEPS

- 1 Define your legal issue clearly
- 2 Identify relevant keywords
- 3 Use AI to gather information
- 4 Analyze and filter results
- 5 Organize findings
- 6 Verify and apply in context



2 SOURCES

- Court websites
- Legal databases (Westlaw, LexisNexis, SCC Online)
- Government portals
- Law journals & articles
- Books and legal treatises
- Reputable news sources



3 CASE LAW

- Find relevant judgments
- Analyze facts and issues
- Study ratio decidendi
- Check cited and distinguished cases
- Use precedents effectively



4 STATUTES

- Locate applicable laws
- Check latest amendments
- Review rules and regulations
- Understand scope and exceptions
- Interpret in context



5 QUESTIONS TO ASK AI

- What are the leading cases on this issue?
- Show me judgments where this law was applied.
- What are the key legal principles?
- Summarize this case in simple terms.
- Provide recent cases on this topic.



6 VERIFICATION TIPS

- Cross-check with official sources
- Verify case citations and dates
- Confirm current validity of laws
- Be aware of jurisdiction differences
- Never rely only on AI outputs – always verify



SMART RESEARCH = STRONG CASE

Combine AI speed with your legal expertise to deliver accurate and powerful results.



AI gives you the map,
You make the strategy.
That's how you win.



RESEARCH PROMPT

Use this professional prompt to get accurate, relevant and well-structured legal research.



PROFESSIONAL RESEARCH PROMPT (COPY & USE)

Act as an expert legal researcher. I need comprehensive legal research on the following issue:

[INSERT YOUR LEGAL ISSUE OR QUESTION]

Jurisdiction: [INSERT COUNTRY/STATE]

Focus on current laws, leading cases, relevant statutes, regulations and authoritative secondary sources.

Provide:

- A summary of the legal issue
- Relevant case law with citations and key takeaways
- Applicable statutes and legal provisions
- Analysis of how the law applies to the facts
- Any conflicting opinions or minority views
- A clear conclusion or answer to the issue

Organize the response in a clear, professional and easy-to-read format with headings.



4 TIPS FOR BETTER RESULTS

01



BE SPECIFIC

Clearly define your issue, facts and what you need.

02



ADD CONTEXT

Include jurisdiction, laws, facts and desired outcome.

03



ASK FOR STRUCTURE

Request headings, summaries, tables or bullet points.

04



ASK FOLLOW-UP QUESTIONS

Dig deeper and refine your research with follow-ups.



PROMPT WRITING CHECKLIST



Issue/Question: Clearly stated



Jurisdiction: Country, state or court



Facts: Key facts or background



Scope: What to include/exclude



Sources: Case law, statutes, articles, etc.



Format: How you want the response



Tone: Professional and accurate



Output: Summary, analysis, conclusion



RESEARCH FLOW

01



DEFINE ISSUE

Clearly understand and frame the legal question.

02



COLLECT INFORMATION

Use AI to gather relevant sources and materials.

03



ANALYZE & FILTER

Review results, filter irrelevant information.

04



APPLY THE LAW

Analyze how laws and cases apply to your facts.

05



CONCLUDE

Summarize findings and form a clear legal conclusion.

06



ORGANIZE & SAVE

Organize research and save for future reference.



JUDGMENT SUMMARIZATION

TURN LONG JUDGMENTS INTO CLEAR LEGAL INSIGHTS

AI helps you quickly understand important judgments and extract what truly matters.



01



FACTS

Briefly describe the important facts and background of the case.

02



ISSUES

Identify the main legal questions or issues the court had to decide.

03



ARGUMENTS

Summarize the key arguments presented by both sides.

04



DECISION

State the final decision of the court in simple terms.

05



RATIO

Explain the legal principle (ratio decidendi) on which the decision is based.

06



IMPLICATIONS

Highlight the significance of the judgment and its impact on future cases.

WHY IT MATTERS

- ✓ Saves hours of reading
- ✓ Helps in case analysis and comparison
- ✓ Improves understanding of legal principles
- ✓ Useful for notes, memos and arguments
- ✓ Enhances courtroom preparation



AI PROMPT (COPY & USE)

You are a legal research assistant. Summarize the following judgment in a clear and structured format. Provide the summary under the following headings:

[Facts, Issues, Arguments, Decision, Ratio, Implications]

Judgment:

[PASTE THE JUDGMENT TEXT HERE]

Make the summary concise, accurate and easy to understand for legal professionals.



PRO TIP:

Use AI to summarize, but always read the judgment yourself before relying on it.



A good summary leads to a strong argument and a strong case.

CONTRACT DRAFTING

**DRAFT SMART, DRAFT FAST,
DRAFT WITH CONFIDENCE**

AI helps you draft clear, professional and legally sound contracts in minutes.



COMMON CONTRACTS YOU CAN DRAFT WITH AI



01

EMPLOYMENT AGREEMENT

Define job roles, responsibilities, compensation, working hours, termination and confidentiality.



02

SERVICE AGREEMENT

Outline scope of work, deliverables, payment terms, timelines and client obligations.



03

NON-DISCLOSURE AGREEMENT (NDA)

Protect confidential information with clear terms, obligations and duration.



04

LEASE AGREEMENT

Cover property details, rent, duration, maintenance, security deposit and termination.



05

PARTNERSHIP AGREEMENT

Define partnership structure, profit sharing, duties, decision-making and dispute resolution.



06

SALES AGREEMENT

Set terms for sale of goods, pricing, delivery, warranties and payment conditions.



AI PROMPT (COPY & USE)

Act as an experienced legal document drafter.
Draft a [TYPE OF CONTRACT] between [PARTY A] and [PARTY B].

Include the following details:

- Purpose of the agreement
- Rights and obligations of each party
- Payment terms (if applicable)
- Duration and termination
- Confidentiality (if applicable)
- Governing law and dispute resolution
- Any other standard legal clauses

Ensure the contract is professional, clear, and legally sound.



BEST PRACTICES

- ✓ Provide complete details
- ✓ Specify jurisdiction
- ✓ Mention key terms clearly
- ✓ Review and customize
- ✓ Always verify legal compliance
- ✓ Save as template for future use



PRO TIP:

Use AI to draft, but always review, edit and verify before sending or signing any contract.



Better drafts. Fewer errors.
Stronger agreements.
Happier clients.

LEGAL NOTICE PROMPT

DRAFT PROFESSIONAL LEGAL NOTICES IN MINUTES

Use this prompt to draft clear, effective and legally valid notices for any situation.



AI PROMPT (COPY & USE)

Act as an experienced legal professional.
Draft a legal notices on the following matter.

[TYPE OF NOTICE]
[SENDER NAME/COMPANY]
[RECEIVER NAME/COMPANY]
[MATTER/ISSUE DETAILS]
[KEY FACTS]
[REQUIRED ACTION]
[DEADLINE (if any)]
[JURISDICTION]

The notice should include:

- Proper heading and addresses
- Clear statement of facts
- Legal grounds (if applicable)
- Demand or required action
- Deadline (if applicable)
- Consequences of non-compliance
- Professional closing

Write the notice in a formal, professional and legally sound tone.
Ensure it is clear, concise and ready to be sent.



LEGAL NOTICE CHECKLIST

- ☒ Correct sender and receiver details
- ☒ Clear subject and purpose
- ☒ Brief statement of facts
- ☒ Legal basis (if any)
- ☒ Specific demand or action required
- ☒ Reasonable deadline (if any)
- ☒ Consequences of non-compliance
- ☒ Formal and professional tone
- ☒ Proper closing and signature
- ☒ Jurisdiction mentioned (if needed)
- ☒ Proofread for accuracy



COMMON MISTAKES TO AVOID

- ☒ Being too vague or unclear about the issue
- ☒ Missing key facts or relevant dates
- ☒ Not stating the required action clearly
- ☒ Forgetting to mention consequences
- ☒ Using an unprofessional or emotional tone
- ☒ Spelling and grammar errors



PRO TIP



- ✓ Keep notices short and to the point.
- ✓ Always remain professional and factual.
- ✓ Keep a copy of the notice and proof of delivery.
- ✓ AI is your drafting assistant, your legal judgment makes it effective.

AGREEMENT REVIEW

REVIEW SMART, REDUCE RISK,
PROTECT YOUR CLIENTS

AI helps you quickly review agreements, identify risks, unclear terms and missing clauses so you can make informed decisions.



AI PROMPT (COPY & USE)

Act as an experienced legal assistant.
Review the following agreement and provide a detailed analysis.

[PASTE AGREEMENT TEXT HERE]

Please:

- Summarize the purpose of the agreement
- Identify key obligations of each party
- Highlight potential risks or red flags
- Point out unclear, ambiguous or missing terms
- Check compliance with applicable laws
- Suggest improvements and additional clauses
- Provide overall recommendations

Present the review in a clear, professional and easy-to-understand format.



AGREEMENT REVIEW CHECKLIST

- ☒ Purpose and scope are clear
- ☒ Parties are correctly identified
- ☒ Definitions are complete
- ☒ Obligations are clearly stated
- ☒ Payment terms are clear
- ☒ Confidentiality clause is included
- ☒ Termination clause is defined
- ☒ Governing law and jurisdiction specified
- ☒ Dispute resolution mechanism included
- ☒ Force majeure clause (if applicable)
- ☒ Entire agreement clause included
- ☒ Signatures and dates are present
- ☒ Compliant with applicable laws
- ☒ No ambiguous or contradictory terms



WHAT AI LOOKS FOR



RISKY TERMS

Identifies terms that may expose you or your client to risk.



UNCLEAR LANGUAGE

Finds vague or ambiguous clauses that need clarity.



MISSING CLAUSES

Highlights important clauses that are missing.



LEGAL COMPLIANCE

Checks alignment with applicable laws and regulations.



IMPROVEMENTS

Suggests stronger wording and better protections.



COMMON RISKS TO WATCH



VAGUE TERMS

May lead to disputes and different interpretations.



UNBALANCED OBLIGATIONS

One party may have unfair advantages.



MISSING TERMINATION CLAUSE

Makes it difficult to exit the agreement.



INSUFFICIENT LIABILITY LIMITATION

Could expose you to unlimited liability.



UNCLEAR PAYMENT TERMS

Can cause delays and payment disputes.



PRO TIP:

Use AI for first-level review, but always apply your legal judgment and client context.

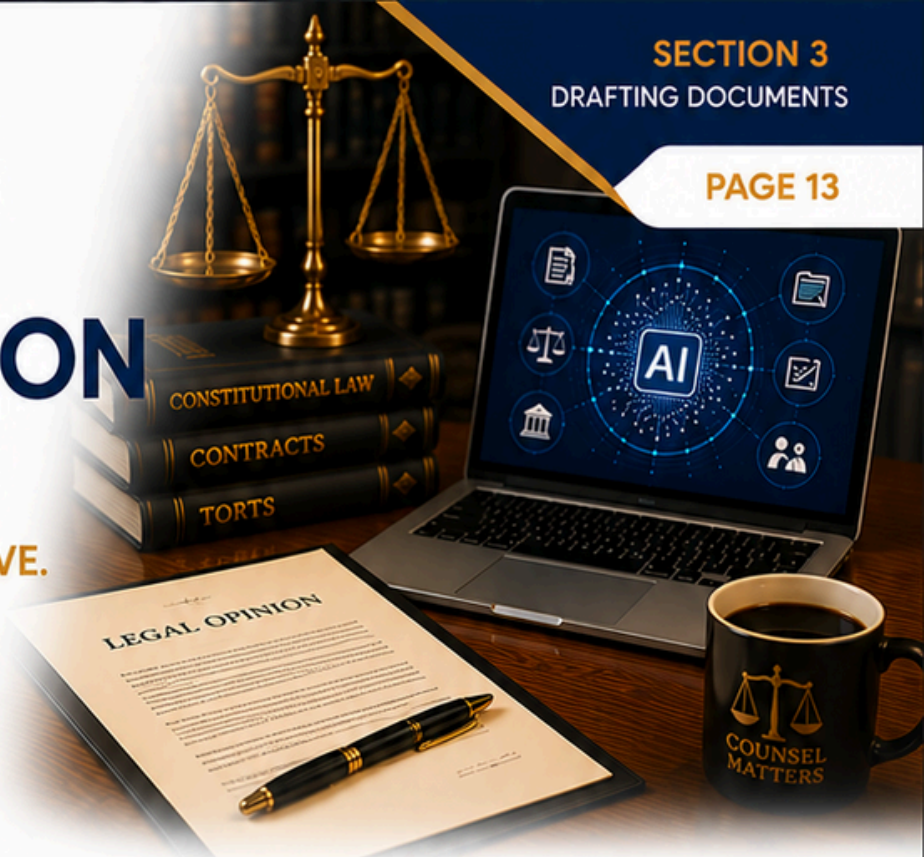


A thorough review today prevents expensive disputes tomorrow.

LEGAL OPINION DRAFTING

STRUCTURED. CLEAR. PERSUASIVE.
BUILT ON LAW.

AI helps you draft well-reasoned legal opinions that are accurate, logical and client-focused.



AI PROMPT (COPY & USE)

Act as an experienced legal professional. Draft a legal opinion on the matter below. Use the following structure: Facts, Issues, Law, Analysis, Opinion and Disclaimer.

[CLIENT FACTS]
[LEGAL ISSUES]
[JURISDICTION]
[APPLICABLE LAWS / STATUTES]
[ADDITIONAL INFORMATION (if any)]

Please provide:

- A clear and well-structured legal opinion
- Relevant case law and statutory references
- Analysis applying the law to the facts
- A definitive opinion with reasoning
- A standard professional disclaimer

Ensure the opinion is professional, accurate and easy to understand.



BEST PRACTICES

- ✓ Get complete facts before drafting
- ✓ Define issues clearly and narrowly
- ✓ Support with strong legal authorities
- ✓ Analyze objectively and logically
- ✓ Address counter arguments
- ✓ Write in clear, concise language
- ✓ Keep the opinion practical and client-focused
- ✓ Include a proper disclaimer
- ✓ Review and proofread thoroughly



PRO TIP:

A well-drafted legal opinion builds trust, reduces risk and strengthens your advice.



Clarity + Law + Logic =
A Strong Legal Opinion.

CASE PREPARATION

**PREPARE BETTER.
ARGUE STRONGER. WIN.**

AI helps you organize facts, analyze issues, prepare evidence and build a strong case strategy.

KEY AREAS OF CASE PREPARATION

01



TIMELINE

Create a detailed timeline of events to understand the sequence and strength of your case.

02



EVIDENCE

Identify, collect and analyze all relevant evidence that supports your case.

03



WITNESSES

List key witnesses, their roles, expected testimony and how to prepare them effectively.

04



DOCUMENTS

Organize all important documents, contracts, emails, reports and other case materials.

05



LEGAL ISSUES

Identify and analyze the legal issues, applicable laws and potential arguments.

06



CHECKLIST

Use a checklist to ensure no important step or detail is missed before going to court.

CASE PREPARATION CHECKLIST

- ✓ Understand client goals and case facts
- ✓ Identify all legal issues
- ✓ Research relevant laws and precedents
- ✓ Collect and review all evidence
- ✓ Prepare witness list and statements
- ✓ Organize documents and exhibits
- ✓ Analyze strengths and weaknesses
- ✓ Develop legal strategy
- ✓ Anticipate counter arguments
- ✓ Prepare for hearing/trial
- ✓ Review and finalize all materials
- ✓ Confirm court rules and procedures
- ✓ Stay updated on case developments

HOW AI CAN HELP YOU



Summarize large documents quickly



Identify key facts and patterns



Draft witness questions



Research cases and laws faster



Create checklists and timelines



Strengthen case strategy



PRO TIP:

A well-prepared case saves time, builds confidence and increases your chances of success.



Preparation is the foundation of persuasive advocacy. Prepare today. Win tomorrow.

CROSS EXAMINATION PROMPT

ASK SHARPER QUESTIONS.
UNCOVER THE TRUTH.

Use AI to help you prepare effective cross examination questions that challenge testimony and reveal the facts.



AI PROMPT (COPY & USE)

Act as an experienced trial lawyer.

Help me prepare cross examination questions.

Case Details:

[CASE TYPE / SUBJECT MATTER]

[WITNESS NAME / ROLE]

[WITNESS STATEMENT SUMMARY OR KEY POINTS]

[FACTS OF THE CASE]

[LEGAL ISSUES INVOLVED]

[GOAL OF CROSS EXAMINATION]

Instructions:

- Identify weaknesses, contradictions or gaps in the witness testimony.
- Suggest a set of cross examination questions that are:
 - Leading and focused
 - Short and clear
 - Structured to control the witness
 - Legally effective and relevant
- Organize questions in a logical order.
- Include probable answers and intended purpose for each question.
- Keep the tone professional and court appropriate.

Provide the output in the following format:

- Section 1: Establish Facts
- Section 2: Test Credibility
- Section 3: Expose Contradictions
- Section 4: Undermine Reliability
- Section 5: Concluding Questions

Ensure the questions help weaken the witness's case and strengthen our position.



TIPS FOR EFFECTIVE CROSS EXAMINATION



Know your case inside out.

Understand the facts, documents and testimony before you ask questions.



Stay in control.

Ask one question at a time and don't let the witness explain.



Use leading questions.

Frame questions that suggest the answer.
Example: "You did sign this document, didn't you?"



Be concise and clear.

Keep questions short, simple and to the point.



Listen actively.

Pay attention to answers and be ready to follow up.



Follow a logical sequence.

Build your cross from general to specific and from strong to strong.



Stay professional.

Maintain a respectful tone and courtroom decorum at all times.



QUESTION STRUCTURE

FACT



Establish the basic facts.
"You were present at the meeting on 12 March, right?"

CONTROL



Show the witness has limited memory.
"You don't remember the exact time, do you?"

CONTRADICTION



Expose inconsistency with earlier statements.
"Earlier you said that never happened, correct?"

IMPEACHMENT



Challenge credibility or bias.
"You are being paid by the opposing side, right?"

CONCLUSION



Reinforce your case.
"So, it's true that you did not see the accident, right?"



COMMON MISTAKES TO AVOID



Asking open-ended questions.

They allow the witness to explain or justify.



Arguing with the witness.

It destroys your credibility and control.



Repeating the same question.

It looks weak and annoying.



Using long or complex questions.

Keep it short, simple and specific.



Showing surprise or frustration.

Stay calm and professional.



Failing to listen to the answer.

You may miss the chance to follow up.



PRO TIP:

A well-prepared cross examination can break false testimony and make your case strong and memorable.

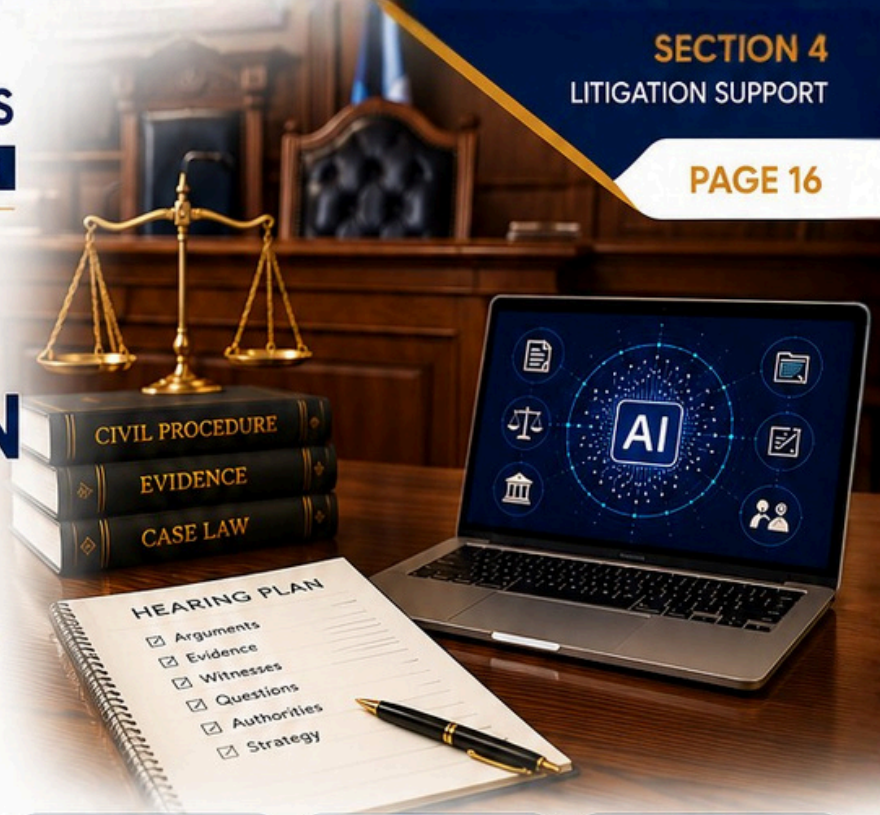


Preparation + Precision =
Power in the courtroom.

HEARING PREPARATION

**PREPARE THOROUGHLY.
PRESENT CONFIDENTLY.**

AI helps you organize your case, anticipate challenges and prepare for a successful hearing.



ARGUMENTS

Prepare clear, logical and persuasive arguments.

- Identify key legal points
- Apply relevant law
- Organize in a logical sequence
- Support with facts and authorities



COUNTERARGUMENTS

Anticipate the other side's arguments and be ready to respond.

- Identify weak points
- Prepare strong responses
- Use law and facts to refute
- Stay one step ahead



EVIDENCE

Organize and present evidence that proves your case.

- List all relevant evidence
- Ensure admissibility
- Prepare exhibits and summaries
- Link evidence to legal issues



QUESTIONS

Prepare questions for witnesses and the court.

- Direct examination questions
- Cross examination questions
- Clarify facts
- Confirm key points



HEARING STRATEGY

Have a complete plan for the hearing.

- Opening statement plan
- Key points to emphasize
- Closing argument plan
- Time management



HEARING PREPARATION CHECKLIST

- ☒ Understand the purpose of the hearing
- ☒ Review court rules and procedures
- ☒ Organize and review all documents
- ☒ Prepare and file all necessary motions
- ☒ Prepare opening statement
- ☒ Prepare arguments with legal authorities
- ☒ Prepare counterarguments and responses
- ☒ Organize and prepare evidence and exhibits
- ☒ Prepare witness list and statements
- ☒ Prepare questions for examination
- ☒ Anticipate judge's likely questions
- ☒ Prepare closing argument
- ☒ Check all logistics (time, date, venue, technology)
- ☒ Review and practice your presentation



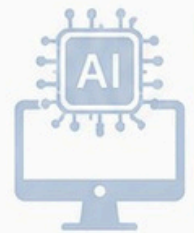
AI PROMPT (COPY & USE)

Act as an experienced litigator.
Help me prepare for an upcoming hearing.

Case Details:
[TYPE OF HEARING]
[COURT / JURISDICTION]
[CASE BACKGROUND IN 3-4 SENTENCES]
[KEY LEGAL ISSUES]
[RELIEF SOUGHT]

Please help me with:

1. Key arguments I should present
 2. Possible counterarguments and how to respond
 3. Relevant evidence to support my case
 4. Questions to ask witnesses and issues to clarify
 5. A hearing strategy and roadmap
 6. A checklist of things to prepare and remember
- Provide practical, clear and court-ready guidance.



PRO TIP:

Preparation today builds confidence, clarity and credibility in the courtroom.

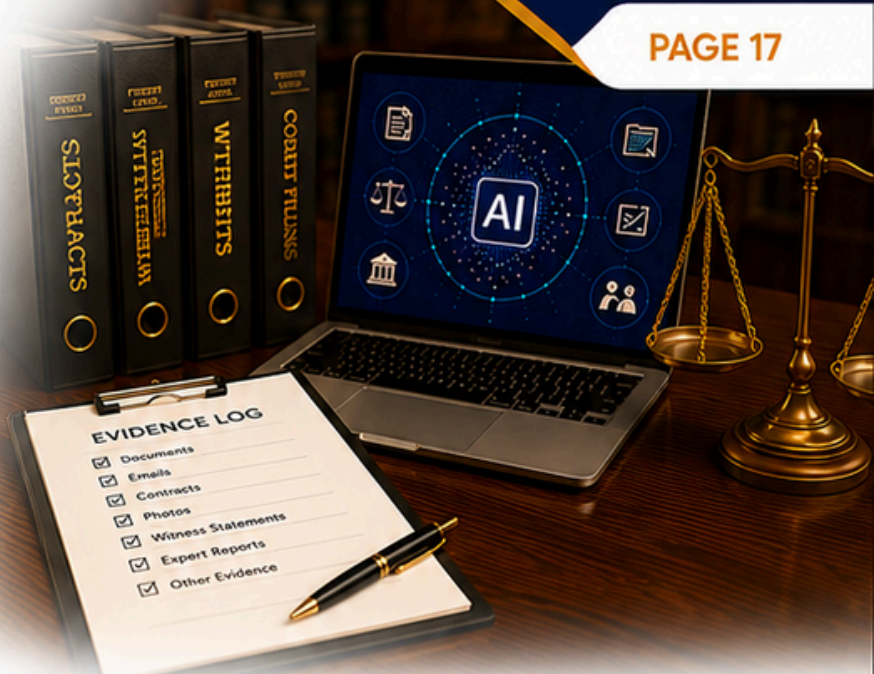


You can't control the outcome, but you can control your preparation. Prepare well. Advocate better. Win trust.

EVIDENCE ORGANIZATION

ORGANIZED EVIDENCE.
STRONGER CASE.

AI helps you collect, organize and analyze evidence so you can present a clear, credible and compelling case.



01



TIMELINE

Build a timeline of events to understand the sequence and context.

- List key events
- Add dates and times
- Identify turning points
- Visualize the case chronology

02



EVIDENCE MATRIX

Organize evidence in a matrix for quick review and analysis.

- Map evidence to legal issues
- Assess relevance and strength
- Identify supporting and opposing evidence

03



MISSING INFORMATION

Identify gaps and what information is still needed.

- Highlight missing documents
- Note incomplete details
- Plan how to obtain missing evidence

04



WITNESSES

Track and prepare witness information effectively.

- List potential witnesses
- Note roles and relevance
- Assess credibility and availability
- Plan testimony

05



CHRONOLOGY

Create a clear and detailed chronology of evidence.

- Order evidence by date and event
- Connect facts logically
- Support your theory of the case

06



CHAIN OF CUSTODY

Maintain integrity and authenticity of evidence.

- Record source and handling
- Log transfers and storage
- Suppress admissibility in court



AI PROMPT (COPY & USE)

Act as an experienced litigation support specialist.
Help me organize and analyze evidence for the case below.

[CASE TYPE / SUBJECT MATTER]

[CASE BACKGROUND (2-3 SENTENCES)]

[KEY LEGAL ISSUES]

[EVIDENCE AVAILABLE (LIST)]

[WITNESSES (IF ANY)]

[JURISDICTION]

Please help me:

- ✓ Create a timeline of key events
- ✓ Build an evidence matrix mapping evidence to issues
- ✓ Identify missing information and how to obtain it
- ✓ List and assess witnesses
- ✓ Create a clear chronology of evidence
- ✓ Suggest how to maintain chain of custody

Provide the output in a structured, easy-to-understand format with tables and bullet points where helpful.



BEST PRACTICES

- ✓ Collect evidence early and comprehensively
- ✓ Organize evidence consistently
- ✓ Use clear naming and file management
- ✓ Regularly review for relevance and accuracy
- ✓ Document the source of every evidence item
- ✓ Maintain confidentiality and security
- ✓ Prepare evidence summaries for quick reference
- ✓ Anticipate opposing arguments
- ✓ Keep digital and physical evidence backed up
- ✓ Review admissibility before submission



PRO TIP:

Well-organized evidence builds credibility, saves time and strengthens your case.



Organize today. Present with confidence.
Win in court.



CLIENT INTAKE

**START STRONG.
SERVE BETTER.**

A thorough client intake helps you understand the case, set expectations, identify risks and build a strong foundation for successful representation.



01



QUESTIONS

Ask the right questions to understand:

- Client's background
- Facts and events
- Legal issues
- Previous actions
- Desired outcome

02



DOCUMENTS

Collect relevant documents to:

- Verify facts
- Assess strengths
- Identify gaps
- Comply with procedures

03



TIMELINE

Establish a clear timeline of events:

- Key dates
- Deadlines
- Statutes of limitations
- Important milestones

04



OBJECTIVES

Understand the client's goals and priorities:

- Short-term goals
- Long-term goals
- Acceptable outcomes
- Non-negotiables

05



RISK ASSESSMENT

Identify potential risks and challenges:

- Legal risks
- Financial risks
- Evidence risks
- Opposing party strengths

06



RELATIONSHIP

Build trust and communication:

- Explain process
- Set expectations
- Discuss fees
- Establish communication plan



AI PROMPT (COPY & USE)

Act as an experienced legal assistant. Help me conduct a client intake for a new case. Please provide a comprehensive intake summary based on the following structure:

[TYPE OF MATTER]
[CLIENT BACKGROUND]
[FACTS SUMMARY]
[KEY LEGAL ISSUES]
[OBJECTIVES]
[POTENTIAL RISKS]
[DOCUMENTS PROVIDED]
[TIMELINE OF EVENTS]
[PRELIMINARY RECOMMENDATIONS]

Organize the information clearly with headings and bullet points. Highlight any immediate actions needed.

- ✓ Saves time
- ✓ Ensures completeness
- ✓ Improves client experience
- ✓ Reduces misunderstandings
- ✓ Supports better case strategy



PRO TIP:

A great intake today leads to better results tomorrow.



Listen carefully. Ask clearly. Document thoroughly.

PROFESSIONAL EMAILS

WRITE CLEAR. STAY PROFESSIONAL.
BUILD TRUST.

Use AI to draft clear, concise and professional emails for every client communication.



01 INQUIRY EMAIL

Purpose:

Respond to a new inquiry.

Key Points:

- Acknowledge inquiry
- Briefly explain how you can help
- Ask for basic details
- Invite next step

Sample Opening:

"Thank you for reaching out. I appreciate your inquiry regarding..."

 Keep it warm, clear and professional.



02 UPDATE EMAIL

Purpose:

Provide a case update.

Key Points:

- Reference the matter
- Share progress or status
- Highlight next steps
- Reassure availability

Sample Opening:

"I hope you are doing well. I wanted to provide you an update on your case..."

 Be clear, concise and informative.



03 REMINDER EMAIL

Purpose:

Politely remind for action/response.

Key Points:

- Reference previous email
- Clearly state what's pending
- Set a reasonable deadline
- Offer assistance

Sample Opening:

"I hope this message finds you well. I am following up regarding..."

 Stay polite, firm and respectful.



04 MEETING EMAIL

Purpose:

Schedule or confirm a meeting.

Key Points:

- State purpose of meeting
- Suggest date, time & mode
- Ask for confirmation
- Share agenda (if needed)

Sample Opening:

"I would like to schedule a meeting to discuss..."

 Be specific and time-efficient.



05 FOLLOW-UP EMAIL

Purpose:

Follow up after a conversation or meeting.

Key Points:

- Thank them for their time
- Summarize key discussion
- Confirm next steps
- Offer further help

Sample Opening:

"Thank you for meeting with me. I wanted to follow up on our discussion..."

 Reinforce trust and keep momentum.



06 CLOSING EMAIL

Purpose:

Close a matter or end communication.

Key Points:

- Confirm matter closure
- Share final documents (if any)
- Thank the client
- Invite future assistance

Sample Opening:

"I am pleased to inform you that we have successfully concluded your matter..."

 End with gratitude and professional warmth.



AI PROMPT (COPY & USE)

Act as an experienced legal assistant.

Draft a professional email for the following purpose:

[EMAIL TYPE: INQUIRY / UPDATE / REMINDER / MEETING / FOLLOW-UP / CLOSING]

[CLIENT NAME]

[CASE / MATTER NAME]

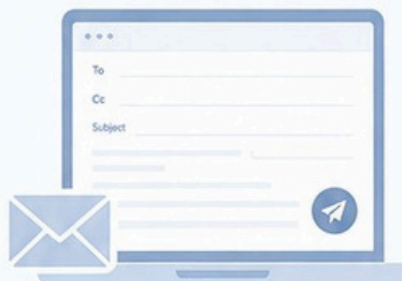
[KEY DETAILS / CONTEXT]

[REQUIRED ACTION]

[TONE: PROFESSIONAL / POLITE / EMPATHETIC]

Guidelines:

- Use a professional and respectful tone.
- Keep the email clear, concise and client-focused.
- Include a strong opening and courteous closing.
- Ensure the email is ready to send.



EMAIL BEST PRACTICES

- ✓ Use a clear and relevant subject line.
- ✓ Address the client respectfully.
- ✓ Keep emails short and to the point.
- ✓ Avoid legal jargon unless necessary.
- ✓ Proofread before sending.
- ✓ Maintain confidentiality.
- ✓ Respond within a reasonable time.
- ✓ Use proper greetings and closings.
- ✓ Attach documents with clear names.
- ✓ Always be professional and courteous.



PRO TIP:

Great emails build strong client relationships and reflect your professionalism.



Clear communication.
Confident representation.



EXPLAINING LEGAL CONCEPTS

**CLEAR EXPLANATIONS.
CONFIDENT CLIENTS.**

Use AI to break down complex legal concepts into simple, practical language your clients can understand.



01



PLAIN ENGLISH

Use simple, everyday language to explain legal terms and processes.

- Avoid legal jargon
- Use short sentences
- Explain step-by-step
- Focus on clarity



AI helps:
Rewrite complex legal terms in plain, easy-to-understand language.

02



EXAMPLES

Relate legal concepts to real-life situations clients can connect with.

- Use analogies
- Share practical scenarios
- Make it relatable
- Show real impact



AI helps:
Generate real-life examples and analogies to explain legal concepts.

03



VISUAL AIDS

Visuals help clients grasp and remember information better.

- Flowcharts
- Infographics
- Timelines
- Diagrams



AI helps:
Suggest and describe visual aids to make explanations more effective.

04



FAQS

Anticipate common questions and provide clear, helpful answers.

- Address key doubts
- Use simple answers
- Build trust
- Save time



AI helps:
Create FAQ sections with clear questions and easy answers.

05



CLIENT EDUCATION

Educated clients make better decisions and feel more confident.

- Share legal insights
- Explain options
- Provide resources
- Empower decisions



AI helps:
Create educational summaries, guides and resource lists for clients.



AI PROMPT (COPY & USE)

Act as an experienced legal communicator.
Explain the following legal concept in simple, client-friendly language.
Use examples, analogies and bullet points where helpful.

[LEGAL CONCEPT / TOPIC]

[TARGET AUDIENCE]

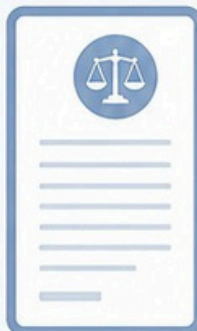
[CLIENT'S COMMON CONCERNS]

[PREFERRED TONE: SIMPLE / FRIENDLY / PROFESSIONAL]

[FORMAT: SUMMARY / GUIDE / FAQ / EXAMPLES]

Please include:

- ✓ Simple explanation in plain English
- ✓ Real-life examples or analogies
- ✓ Key points in bullet form
- ✓ Common questions and answers (FAQ)
- ✓ Actionable advice or next steps
- ✓ Visual aid suggestions (if relevant)



BEST PRACTICES

- ✓ Know your client's background and comfort level.
- ✓ Keep explanations short and focused.
- ✓ Use relatable examples from daily life.
- ✓ Encourage questions and listen actively.
- ✓ Confirm understanding before moving on.
- ✓ Provide written summaries when possible.
- ✓ Be patient, empathetic and respectful.
- ✓ Use visuals to simplify complex ideas.
- ✓ Empower clients with knowledge.
- ✓ Follow up to ensure ongoing clarity.



PRO TIP:

When clients understand, they trust.
When they trust, they partner with you.



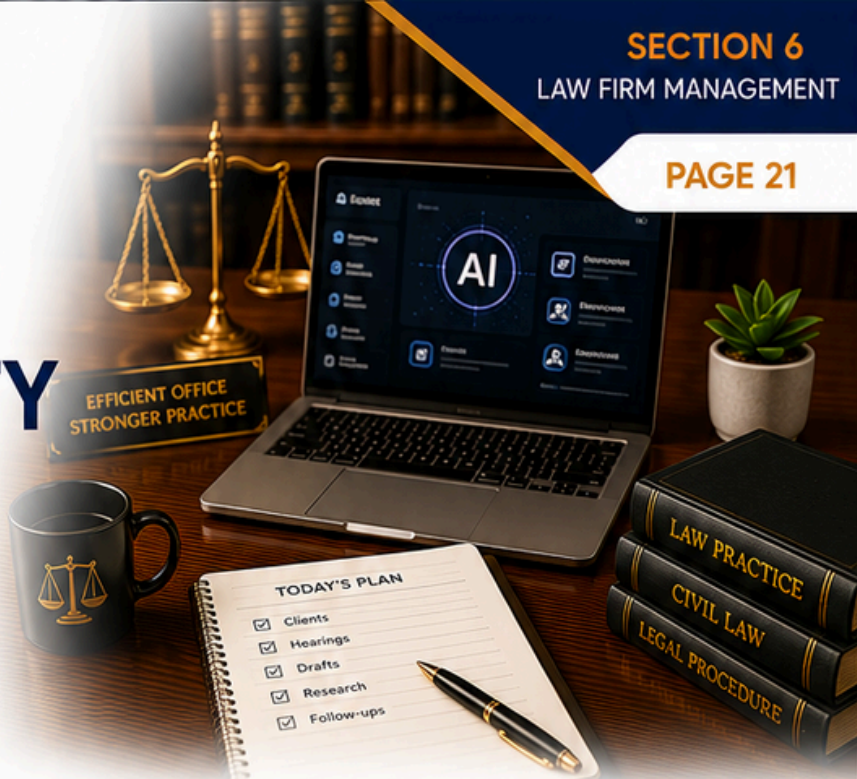
Explain clearly.
Empower confidently.
Build lasting relationships.



OFFICE PRODUCTIVITY

WORK SMART.
SERVE BETTER.

Use AI tools and systems to save time, reduce manual work and focus on what matters most—your clients.



01 SCHEDULING

Manage time, appointments and deadlines effectively.

- Calendar management
- Court dates & reminders
- Deadline tracking
- Avoid double bookings



AI helps:
Suggest times, set reminders and sync calendars.



02 BILLING & INVOICING

Streamline billing and get paid faster.

- Generate invoices
- Track billable hours
- Send payment reminders
- Expense tracking



AI helps:
Create invoices, summarize time entries and follow up on payments.



03 MEETING NOTES

Capture, organize and share key discussions.

- AI note taking
- Action items
- Decisions made
- Share with team/clients



AI helps:
Transcribe meetings, extract action items and summarize discussions.



04 TASK LISTS & TO-DOs

Stay organized and never miss a task.

- Daily task planning
- Prioritize important work
- Assign tasks
- Track progress



AI helps:
Create task lists, prioritize work and send reminders.



05 TEMPLATES & DOCUMENTS

Use smart templates to save time and stay consistent.

- Pleadings & applications
- Letters & notices
- Contracts & agreements
- Checklists & forms



AI helps:
Draft documents from templates and maintain consistency across cases.



06 AUTOMATION

Automate repetitive tasks and reduce manual work.

- Email automation
- Document workflows
- Client intake forms
- Follow-up sequences



AI helps:
Automate emails, intake, documents and follow-ups.



AI PROMPT (COPY & USE)

Act as a law firm operations assistant.
Help me improve office productivity.
Provide practical suggestions for:

[SCHEDULING]
[BILLING & INVOICING]
[MEETING NOTES]
[TASK MANAGEMENT]
[TEMPLATE CREATION]
[AUTOMATION IDEAS]

Please include:

- ✓ Best tools to use
- ✓ Step-by-step implementation ideas
- ✓ Tips to save time and reduce errors
- ✓ How to maintain consistency and security



PRODUCTIVITY BEST PRACTICES

- ✓ Plan your day the night before.
- ✓ Use time blocking for focused work.
- ✓ Keep your inbox and files organized.
- ✓ Review and follow up regularly.
- ✓ Document processes and create templates.
- ✓ Use AI tools to automate and save time.
- ✓ Delegate and trust your team.
- ✓ Review and improve workflows continuously.



PRO TIP:

A well-managed office is a strong foundation for a successful practice.



Organize today.
Deliver better results tomorrow.

AI FOR MARKETING

ATTRACT. ENGAGE. GROW.
YOUR PRACTICE.

Use AI to create compelling marketing content, reach the right audience and build your brand.



01 WEBSITE



Build a strong online presence.

- AI for website copy & headlines
- SEO keyword suggestions
- Service pages & FAQs
- Chatbot for client inquiries
- Case results & testimonials



AI helps:
Create persuasive copy, improve SEO and convert visitors into clients.

02 LINKEDIN



Build authority and professional network.

- AI for profile optimization
- Post ideas & content writing
- Industry insights & articles
- Connection requests
- Engage in relevant groups



AI helps:
Create content that builds credibility and attracts opportunities.

03 FACEBOOK



Engage your community and build trust.

- AI for post ideas & captions
- Legal tips & infographics
- Event & webinar promotion
- Client success stories
- Targeted ad copy



AI helps:
Create engaging posts that reach and connect with your audience.

04 VIDEO



Explain, educate and attract with video.

- AI script & outline generation
- Short-form video ideas
- Case study storytelling
- FAQ video content
- Video titles & descriptions



AI helps:
Create scripts, voiceovers and ideas that make your videos impactful.

05 BLOG



Educate, inform and improve SEO.

- AI blog topic ideas
- Long-form article writing
- Legal updates & insights
- Keyword optimization
- Internal linking suggestions



AI helps:
Write well-researched, SEO-friendly blogs that attract and inform.

06 NEWSLETTER



Nurture leads and stay top-of-mind.

- AI for email copy
- Legal news & updates
- Client tips & resources
- Upcoming events
- Personalized outreach



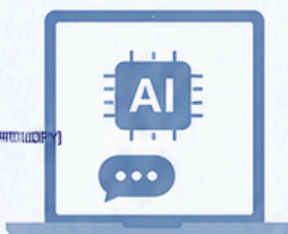
AI helps:
Write valuable emails that build relationships and encourage action.

AI PROMPT (COPY & USE)

Act as a legal marketing strategist.
Create a [CONTENT TYPE] for [PLATFORM].
Topic: [TOPIC / KEY MESSAGE]
Audience: [TARGET AUDIENCE]
Tone: [PROFESSIONAL / FRIENDLY / AUTHORITATIVE]
Format: [BLOG POST / FACEBOOK POST / EMAIL / VIDEO SCRIPT]
Include:

- ✓ A compelling headline
- ✓ Key points or structure
- ✓ Engaging and clear language
- ✓ Call to action
- ✓ Relevant hashtags or SEO keywords (if needed)

Keep it concise and effective.



MARKETING BEST PRACTICES

- ✓ Know your audience and their needs.
- ✓ Be consistent across all platforms.
- ✓ Provide value before you ask.
- ✓ Use AI to save time, not replace your voice.
- ✓ Track performance and improve regularly.
- ✓ Follow ethical and legal marketing rules.
- ✓ Maintain confidentiality and professionalism.
- ✓ Build trust with authenticity and clarity.



PRO TIP: AI is your assistant.
YOU are your brand.



Helpful relationships +
valuable content =
consistent growth.



Market with purpose.
Attract the right clients.

SOCIAL MEDIA PROMPT

**SMART PROMPTS.
STRONGER PRESENCE.**

Use AI to create engaging, professional and consistent content that builds trust and attracts ideal clients.



01 ONE DETAILED AI PROMPT (COPY & USE)

Act as a legal marketing expert and content creator for a law firm.
Create a social media post for [PLATFORM e.g., LinkedIn/Facebook/Instagram].

Topic: [e.g., "3 Things You Should Know Before Signing a Contract"]

Audience: [e.g., Small Business Owners]

Tone: [e.g., Professional, Friendly, Trustworthy]

Format: [e.g., Carousel / Single Post / Short Video Script]

Include:

- A compelling hook (first line)
- 3 key points with short explanations
- A strong call to action
- Relevant hashtags (10)
- Keep it concise and engaging.

WHY THIS WORKS

- ✓ Clear role and goal
- ✓ Specific topic and audience
- ✓ Defined tone & format
- ✓ Structured output
- ✓ Engaging and actionable



CONTENT CALENDAR

Plan ahead and stay consistent.

- Plan content weekly or monthly
- Mix content types (educational, inspirational, case study, Q&A)
- Use AI to generate post ideas
- Align posts with practice focus and events

SAMPLE WEEKLY CALENDAR

Mon	Legal Tip	💡
Tue	Case Insight	🔍
Wed	FAQ Post	❓
Thu	Client Story	👥
Fri	Law Update	📰



POSTING TIPS

- Post consistently
- Best times: 9–11 AM, 1–3 PM
- Use engaging visuals
- Write short and clear captions
- End with a call to action
- Reply to comments
- Track performance and adjust



PRO TIP

Quality + Consistency
+ Engagement =
Growth & Trust



BRAND CONSISTENCY

- Use the same logo & colors
- Keep tone and voice consistent
- Maintain a unified message
- Use branded templates
- Be professional and authentic
- Build recognition and trust

BRAND ELEMENTS



Logo



Colors



Fonts



Tone



Imagery



Tagline



COMMON CONTENT IDEAS

- Legal tips
- FAQs
- Case results
- Client testimonials
- Behind the scenes
- New laws & updates
- Myth vs Fact
- Infographics
- Quote posts
- Video explainers



AI HELPS YOU

Generate ideas, write posts,
create captions, hashtags
and more in seconds.



REMEMBER!



Provide value
before you ask
for business.



Engage genuinely
with your
audience.



**"Your social media is your
law firm's digital handshake."**



AI ETHICS

USE AI RESPONSIBLY.
PROTECT CLIENTS.
UPHOLD JUSTICE.

Ethical use of AI strengthens trust,
protects your reputation and supports
the legal profession's integrity.



CONFIDENTIALITY

Protect client information
at all times.

- Never share confidential data with public AI tools
- Use secure, approved platforms
- Follow bar rules & firm policies



AI helps:
Draft documents and strategies
without exposing client details.



PRIVACY

Respect privacy laws
and client rights.

- Comply with data protection laws
- Collect only what is necessary
- Inform clients when using AI tools



AI helps:
Review privacy policies and
identify compliance requirements.



VERIFICATION

Always verify AI outputs
before using them.

- Check facts, citations & laws
- Confirm dates and sources
- Do not rely blindly on AI



AI helps:
Research faster but final
judgment is always yours.



BIAS

Be aware of bias in AI
systems and results.

- AI is trained on human data
- It may reflect hidden biases
- Ensure fair and equal treatment



AI helps:
Identify bias risks and support
fair, balanced decision-making.



HALLUCINATIONS

AI can be wrong or invent
information.

- AI may generate false facts
- Always cross-check key details
- Never present unverified content to clients or courts



AI helps:
Provide ideas but verify
everything before use.



PROFESSIONAL RESPONSIBILITY

You are responsible for every
decision and action.

- Maintain competence
- Supervise AI use
- Take accountability
- Put client's best interest first



AI helps:
Increase efficiency but never
replace your professional duty.



AI ETHICS PROMPT (COPY & USE)

Act as an ethical legal advisor.
Help me analyze the following situation for AI ethical considerations.
Identify any risks and suggest best practices.

[SITUATION / TASK]
[TYPE_OF_AI_TOOL]
[CLIENT_IMPACT]
[PRIVACY_OR_CONFIDENTIALITY_CONCERNS]
[POTENTIAL_BIAS_OR_ERRORS]
[APPLICABLE_LAWS_OR_RULES]

Provide practical recommendations to use AI ethically and responsibly.



AI ETHICS BEST PRACTICES

- ✓ Know your ethical obligations.
- ✓ Follow your jurisdiction's rules.
- ✓ Use AI as an assistant, not a replacement.
- ✓ Protect confidentiality at all times.
- ✓ Verify all critical information.
- ✓ Be transparent with clients when appropriate.
- ✓ Continuously learn and stay updated.
- ✓ Act with integrity, fairness and professionalism.



“ Ethical lawyers build trust. Responsible AI use protects that trust. ”

AI LIMITATIONS

**POWERFUL, BUT NOT PERFECT.
KNOW WHAT AI CAN'T DO.**

AI is a valuable legal assistant, but it has limitations. Understanding them helps you use AI responsibly and avoid risks.



01

CANNOT REPLACE LAWYER

AI cannot replace legal judgment, experience and advocacy.

- Legal strategy needs human insight
- Courtroom skills are irreplaceable
- Client empathy is human
- Ethical decisions require a lawyer

AI REMINDER:
You are responsible for every legal opinion and action.

02

CANNOT GUARANTEE ACCURACY

AI may generate incorrect, outdated or incomplete information.

- AI can make factual errors
- It may misinterpret questions
- It doesn't know recent changes in real-time
- It may miss key case nuances

AI REMINDER:
Always verify before you rely or advise.

03

MUST VERIFY LAWS

Laws change constantly and vary by jurisdiction.

- Check latest statutes and cases
- Use official legal databases
- Confirm citations and sources
- Understand local court rules

AI REMINDER:
Your research and verification make the advice reliable.

04

HUMAN REVIEW IS ESSENTIAL

AI output must be reviewed, edited and adapted by a lawyer.

- Review for context and accuracy
- Ensure it fits your client's situation
- Check tone, clarity and ethics
- Final decision is always yours

AI REMINDER:
Human judgment turns AI output into legal advice.

05

JURISDICTION DIFFERENCES

AI may not understand local laws or court practices.

- Laws vary by country and state
- Court procedures may differ
- Legal terminology may vary
- Always adapt to your jurisdiction

AI REMINDER:
Know your jurisdiction inside out.

06

CONFIDENTIAL INFORMATION

Never share sensitive or confidential data with AI tools.

- Protect client confidentiality
- Avoid uploading documents
- Use secure, approved platforms
- Follow firm data policies

AI REMINDER:
Confidentiality is your ethical and legal duty.

USE AI WITH AWARENESS

- AI is a tool, not a substitute.
- Be skeptical and verify everything.
- Combine AI efficiency with human expertise.
- Stay updated and keep learning.
- Use AI to enhance, not replace, your practice.

BEST PRACTICES

- Understand AI capabilities and limits.
- Double-check all legal authorities.
- Keep client data private and secure.
- Use AI ethically and transparently.
- Supervise junior lawyers using AI.
- Document your research and decisions.
- When in doubt, ask a colleague or expert.



REMEMBER:

AI can save time, but your responsibility never changes. Use AI wisely. Protect clients. Uphold justice.



Technology evolves. Your ethics must remain constant.

TOP 10 DAILY PROMPTS

Use these prompts every day to save time, get better results and provide greater value to your clients.

01



Summarize a Case

Summarize the following case in plain English, highlighting key facts and legal issues.

02



Identify Legal Issues

What are the possible legal issues in this situation? List and explain briefly.

03



Draft a Clause

Draft a [type of clause] for a [type of agreement] between [Party A] and [Party B].

04



Explain a Legal Concept

Explain [legal concept] in simple terms with an example.

05



Review Document

Review the following document and suggest improvements.

06



Find Relevant Laws

List relevant laws, sections and precedents related to [topic].

07



Draft Professional Email

Draft a professional email to [purpose] for a legal matter.

08



Create Checklist

Create a checklist for [task or process] in a legal matter.

09



Prepare for Meeting

List key points and questions to discuss in a meeting with [client/counterparty].

10



Strategic Advice

Provide strategic legal advice for [situation or business issue].



PRO TIP:

Be clear, specific and provide context.
The better your prompt, the better the result.



FIVE ADVANCED PROMPTS

Use these advanced prompts for in-depth research, high-quality drafting, reviews and strategy.

01



RESEARCH

Act as a legal research expert.

Research and provide a comprehensive analysis on [TOPIC / LEGAL ISSUE] under the laws of [JURISDICTION].

Include:

- Relevant statutes, sections and legal provisions
- Leading case laws with citations and key holdings
- Legal principles and tests applicable
- Exceptions, limitations and defenses
- Practical implications for our client
- Recent legal developments (if any)

Present in a clear, well-structured format with headings.

02



DRAFTING

Act as an expert legal drafter.

Draft a [DOCUMENT TYPE] for [PURPOSE / TRANSACTION] between [PARTY A] and [PARTY B] governed by the laws of [JURISDICTION].

Ensure the document includes all necessary clauses such as:

- Definitions • Obligations • Rights & Remedies • Term & Termination • Indemnity
- Governing Law & Jurisdiction • Dispute Resolution • Miscellaneous Provisions

Use clear, professional legal language and proper formatting.

03



REVIEW

Act as a senior legal reviewer.

Review the following document for legal risks, gaps, ambiguities and enforceability: [PASTE OR DESCRIBE DOCUMENT].

Provide:

- A summary of key issues
- Risks and potential liabilities
- Missing or unclear provisions
- Suggestions for improvements
- Overall enforceability assessment

Be practical, concise and solution-oriented.

04



STRATEGY

Act as a legal strategist.

Analyze the following situation and provide a strategic legal plan: [FACTS / SITUATION].

Provide:

- Key legal issues
- Possible legal options and strategies
- Pros and cons of each option
- Recommended course of action
- Risks and how to mitigate them
- Next steps and timelines

Focus on achieving the best outcome for our client's objectives.

05



MARKETING

Act as a legal marketing expert.

Create a professional marketing piece on [TOPIC / SERVICE] for a law firm.

Target audience: [AUDIENCE].

Include:

- Engaging headline
- Key benefits and why it matters
- How our firm can help
- Call to action
- Tone: professional, trustworthy and client-focused

Format it for use on our website / LinkedIn / brochure.



PRO TIP

Add context, be specific and include your goals.
The more detail you give, the better the results.



AI WORKFLOW CHECKLIST

A simple step-by-step workflow to use AI effectively in your legal practice.

	01 DEFINE YOUR GOAL Identify the task, objective and desired outcome before using AI.	 Goal is clear and specific
	02 GATHER INFORMATION Collect all relevant facts, documents and context to provide to AI.	 All necessary information is available
	03 WRITE A CLEAR PROMPT Use a clear, detailed prompt with role, task, context, format and tone.	 Prompt is clear, detailed and well-structured
	04 GET AI OUTPUT Run the prompt and review the AI response carefully.	 AI output received and understood
	05 VERIFY & RESEARCH Verify all facts, citations, laws and cases using trusted sources.	 Verified with authoritative sources
	06 EDIT & CUSTOMIZE Edit the output to match your client's needs and your professional standards.	 Edited and customized appropriately
	07 HUMAN REVIEW Apply your legal judgment, experience and ethical standards.	 Reviewed with legal judgment and ethics
	08 FINALIZE & DELIVER Finalize the document or advice and deliver value to your client.	 Final output ready to deliver to client



BEST PRACTICES

- ✓ Be specific and provide full context.
- ✓ Use AI as an assistant, not a replacement.
- ✓ Always verify before you rely.
- ✓ Protect client confidentiality.
- ✓ Keep learning and stay updated.



PRO TIP

The better your prompt, the better the results.

Good input = Great output

QUICK REFERENCE CHEAT SHEET

Your daily guide to using AI effectively and responsibly in legal practice.

01

PROMPT FORMULA



Example: Act as a legal researcher + analyze the case law on [topic] + in Pakistan + in a table + professional tone.



02

BEST AI TOOLS FOR LAWYERS



ChatGPT

Research, drafting, summarizing, and analysis



Gemini

Research, comparison, and document help



Claude

Long documents, analysis and complex reasoning



Perplexity

Real-time research with sources and citations



Microsoft Copilot

Drafting, summarizing and Microsoft 365 integration

03

VERIFICATION STEPS



- ✓ Check facts, figures and names.
- ✓ Verify laws from official sources.
- ✓ Confirm case citations, dates and jurisdictions.
- ✓ Look for recent updates or amendments.
- ✓ Cross-check with trusted databases or courts.



Never rely on AI blindly. Always verify before use.

04

PRIVACY RULES



- ✓ Never share client confidential information.
- ✓ Remove names, addresses and sensitive details.
- ✓ Use secure, approved AI platforms.
- ✓ Follow your firm's data privacy policies.
- ✓ When in doubt, don't share.



Protect client confidentiality at all times.

05

DAILY CHECKLIST



- ✓ Define my goal clearly.
- ✓ Gather all necessary information.
- ✓ Write a clear and detailed prompt.
- ✓ Review and verify the AI output.
- ✓ Edit and customize to fit my needs.
- ✓ Apply my legal judgment.
- ✓ Final review before delivering to client.

06

KEYBOARD SHORTCUTS (OPTIONAL)



Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select All
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + Shift + S	Save
Alt + Tab	Switch Window



PRO TIPS

- ✓ Be specific and provide full context.
- ✓ Use examples in your prompts.
- ✓ Iterate and refine your prompts.
- ✓ Save useful prompts in your library.
- ✓ Keep learning and improve daily.



REMEMBER

AI is your assistant, not a replacement. Use it wisely, verify everything, and deliver the best results for your clients.

FINAL THOUGHTS

AI is not here to replace lawyers.
It is here to **empower** them.
When used wisely and ethically,
AI becomes a powerful partner in
building a smarter, faster and
more effective legal practice.



01

KEY TAKEAWAYS



AI saves time and improves productivity.



It enhances research, drafting and client service.



Human judgment, ethics and empathy remain irreplaceable.



Always verify, review and take responsibility for your work.



Stay updated and keep learning.



Use AI as your assistant, not your replacement.

02

THE FUTURE OF AI IN LAW



AI will continue to evolve and integrate deeper into legal workflows.



Smart automation will handle routine tasks.



Lawyers will focus more on strategy, advocacy and human connection.



Clients will expect faster, smarter and transparent legal solutions.



The future belongs to lawyers who adapt, learn and lead.



**Embrace the change.
Lead the future.**

03

LEARNING RESOURCES



OpenAI Help Center
help.openai.com



Gemini Help
support.google.com/gemini



Claude Guide
claude.ai/learn



Coursera – AI for Lawyers
www.coursera.org



Harvard Law – AI & Law
www.law.harvard.edu



Keep learning.
Keep growing.
Keep leading.



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