AI PROMPT PACK | 2026 EDITION



AI Prompts for Lawyers

Draft, Research & Save 10+ Hours

120 COPY-PASTE PROMPTS

Works with ChatGPT | Claude | Gemini AIPDFBUNDLES.COM

AI PROMPT PACK | 2026 EDITION

AI Prompts for Lawyers

Draft, Research & Save 10+ Hours

120	9	3
COPY-PASTE PROMPTS	CHAPTERS	AI TOOLS SUPPORTED

Legal work involves heavy reading, writing and client communication. This pack provides 120 AI prompts to speed up first drafts, summaries and administrative writing while you keep full professional control.

Important notice

Never paste confidential client data into a public AI tool. Use anonymized facts, verify every citation and rule yourself, and treat all output as a draft. This pack is educational and is not legal advice. Prompts are starting points and do not guarantee any particular result. You are responsible for reviewing, editing and verifying every AI output before you use it.

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Welcome and How to Use This Pack

This pack is built so you can open it, copy a prompt, and get a useful first draft in minutes. Every prompt is original, follows the same simple layout, and is written to work with ChatGPT, Claude, Gemini and similar AI assistants.

Start in 5 steps

1. **Pick a chapter** that matches the task in front of you today.
2. **Copy the prompt** from its shaded box and paste it into your AI tool.
3. **Replace every [BRACKET]** with your real details: names, numbers, audience, goal, tone.
4. **Read and refine.** Ask follow-ups such as make it shorter, more formal, or give me three options.
5. **Save your winners** in the Prompt Tracker at the end so your best prompts are one click away.

How the prompt cards work

> **EXAMPLE Prompt title tells you the use case**
>
> The shaded text is the exact prompt to copy. Anything in **[BRACKETS]** is a placeholder you fill in, for example **[YOUR AUDIENCE]** or **[TONE]**.

Get better results every time

- **Add context.** The more specific your details, the more useful the answer. Include audience, goal and constraints.
- **Name the format.** Ask for a table, a checklist, three variations, or a word limit when you need one.
- **Iterate.** Treat the first reply as a draft. One or two follow-up messages usually double the quality.
- **Keep your voice.** Paste a short sample of your own writing and ask the AI to match its tone.
- **Verify.** Check facts, figures, names and any rules that apply to you before publishing or sending.

Privacy reminder: never paste passwords, payment details or sensitive personal or client information into an AI tool. Use placeholders or anonymized examples instead.

CHAPTER 1 8 PROMPTS

Responsible AI Use for Legal Professionals

Confidentiality rules, anonymization template, verification workflow, ethics reminders

Legal work depends on confidentiality, accuracy and professional judgment. Start here to set safe working habits before you use any prompt in the rest of this pack.

001 Anonymization Template

Create a fill-in template I can use to anonymize client facts before sharing them with an AI tool. Replace names with roles such as **[CLIENT A]** and **[OPPOSING PARTY]**, remove identifying numbers and dates, and list what to double-check before sending.

002 Confidentiality Checklist

Build a short checklist I should run through before pasting any text into an AI tool. Cover client confidentiality, privilege, personal data, trade secrets, firm policy and whether the tool stores my inputs.

003 Verification Workflow

Design a simple three-step workflow for verifying AI-assisted legal work, covering source checking, citation checking and a final human review. Include a sign-off line for the reviewer.

004 Citation Checking Reminder

Write a short reminder note I can keep at my desk explaining that AI tools can invent cases, quotes and statutes, and listing the exact steps to verify every authority in official databases before relying on it.

005 Firm AI Use Policy Outline

Draft an outline for a short AI use policy for a small law firm. Include approved uses, prohibited uses, client disclosure considerations, supervision, data handling and training. Mark items for the partners to decide as **[DECISION]**.

006 Client Consent Language Ideas

Suggest neutral wording a firm might consider for informing clients about its use of AI tools in legal work. Keep it plain and include a note that the firm should adapt it to local rules and review it with its own counsel.

007 Role and Jurisdiction Setup

Act as a careful legal drafting assistant for a lawyer practicing **[PRACTICE AREA]** in **[JURISDICTION]**. Always flag assumptions, avoid inventing authorities, and tell me when something must be verified. Confirm you understand.

008 Risk Flagging Instruction

Use this instruction at the start of any legal drafting chat: list any statements you are unsure about, anything that depends on jurisdiction, and every point I must verify before use. Place them in a separate section at the end.

PRO TIP Check your jurisdiction's ethics guidance and your firm's AI policy before using any AI tool on client matters. Rules and expectations are evolving quickly.

CHAPTER 2 15 PROMPTS

Document Summaries and Issue Spotting

Case file, contract, email thread, timeline and chronology prompts

Reading is the biggest time cost in most legal work. These prompts help you turn long documents and messy facts into structured summaries, chronologies and issue lists you can verify.

009 Case File Summary

Summarize the following anonymized case materials into a one-page overview with parties as roles, key facts, procedural status, open questions and next steps. Quote section references where possible: **[PASTE ANONYMIZED TEXT]**

010 Chronology Builder

Turn these notes into a dated chronology table with columns for date, event, source and significance. Flag any gaps, conflicts or missing dates for follow-up: **[PASTE NOTES]**

011 Issue Spotting List

Read these anonymized facts and list the legal issues a **[PRACTICE AREA]** lawyer in **[JURISDICTION]** may wish to analyze. Present them as questions to research, not conclusions: **[PASTE FACTS]**

012 Key Facts vs Disputed Facts

Separate the following statements into undisputed facts, disputed facts and assumptions. Add a column suggesting what evidence could support or resolve each point: **[PASTE TEXT]**

013 Contract Summary

Summarize this anonymized contract in plain English. Cover parties, term, payment, termination, liability, dispute resolution and unusual provisions, with clause numbers: **[PASTE CONTRACT]**

014 Email Thread Summary

Summarize this email thread into key decisions, open questions, commitments made and deadlines mentioned. Keep it neutral and list who said what: **[PASTE THREAD]**

015 Meeting Notes to Action Items

Convert these meeting notes into a list of action items with owner, deadline and status. Add a short summary of decisions made: **[PASTE NOTES]**

016 Deposition Transcript Digest

Create a page-and-line digest of this deposition excerpt grouped by topic. Include inconsistencies with earlier statements and mark them as **[VERIFY]**: **[PASTE EXCERPT]**

017 Medical Records Summary Structure

Suggest a clear structure for summarizing medical records in a personal injury matter, with sections for providers, dates of treatment, diagnoses, procedures and gaps. Do not interpret medical meaning.

018 Document Index Creator

Create an index of these documents listing title, date, author, recipient, type and a one-line description. Present as a table I can paste into a spreadsheet: **[PASTE LIST]**

019 Witness Statement Comparison

Compare these two anonymized statements and list points of agreement, points of difference and details worth clarifying through further questions: **[PASTE STATEMENTS]**

020 Regulation Summary Draft

Draft a plain-language overview of the following regulatory text for a client briefing. Highlight obligations, deadlines and penalties, and mark any ambiguity for my review: **[PASTE TEXT]**

021 Judgment Summary Template

Using this judgment text, produce a structured summary with facts, issues, holdings, reasoning and key quotes with paragraph numbers. I will verify everything against the original: **[PASTE TEXT]**

022 Executive Summary for Client

Rewrite this technical legal analysis as a one-page executive summary for a non-lawyer client. Use short paragraphs, define terms, list options and state clearly that it is a summary: **[PASTE ANALYSIS]**

023 Timeline Gap Finder

Review this chronology and identify missing periods, unexplained jumps and questions I should ask the client to complete the picture: **[PASTE CHRONOLOGY]**

PRO TIP Ask the AI to include section or page references with every point so you can check its summary against the source in seconds.

CHAPTER 3 20 PROMPTS

Drafting Support

Letters, memos, demand letter structures, engagement letters, policies

First drafts consume hours. Use these prompts to create clean starting structures for letters, memos and agreements that you then refine with your own judgment and knowledge of the law.

024 Client Advice Letter Structure

Draft the structure of a client advice letter on **[TOPIC]** with headings for background, issues, analysis placeholders, options, risks and recommended next steps. Leave **[LAWYER TO COMPLETE]** where legal analysis is needed.

025 Legal Memo Skeleton

Create a legal memorandum skeleton for the question **[QUESTION]** in **[JURISDICTION]**, including question presented, brief answer, facts, discussion headings and conclusion, with placeholders for authorities I will supply.

026 Demand Letter Outline

Outline a demand letter regarding **[DISPUTE TYPE]** including facts, basis for the claim, requested resolution, deadline and reservation of rights. Use placeholders for all legal references and amounts.

027 Response Letter Draft

Draft a firm but courteous response to the following anonymized letter. Address each point in order, avoid admissions, and leave **[CONFIRM]** where facts need client approval: **[PASTE LETTER]**

028 Engagement Letter Template

Draft an engagement letter template for a **[PRACTICE AREA]** matter with sections for scope, fees, billing, client responsibilities, communication, termination and file retention. Mark clauses to review against local rules.

029 Cease and Desist Outline

Create an outline for a cease and desist letter about **[ISSUE]**. Include sections for the facts, the rights asserted, the requested actions and the consequence of non-compliance, with placeholders for legal basis.

030 Non-Disclosure Agreement Checklist

List the key clauses I should consider in a mutual non-disclosure agreement, including definition of confidential information, exclusions, term, remedies and governing law, with questions to ask the client.

031 Settlement Proposal Letter

Draft a without prejudice settlement proposal letter structure for **[MATTER TYPE]** with placeholders for terms, a clear acceptance deadline and standard confidentiality language to be reviewed.

032 Terms and Conditions Plain Draft

Draft plain-English website terms for a small business selling **[PRODUCT/SERVICE]**. Use short sections and mark every clause the business owner's lawyer must review against local consumer law.

033 Privacy Policy Outline

Create an outline for a privacy policy for a business that collects **[DATA TYPES]** from customers in **[REGIONS]**. List sections to include and mark items requiring legal review for each region.

034 Employment Policy Outline

Create an outline of an employee handbook section on **[POLICY TOPIC]**, including purpose, scope, responsibilities, procedures and review process. Mark all legal requirements for jurisdictional checking.

035 Statement of Work Draft

Draft a statement of work outline for **[SERVICES]** with sections for deliverables, milestones, acceptance criteria, payment terms, change control and assumptions.

036 Board Resolution Template

Create a generic board resolution template for **[ACTION]** with recitals, resolved clauses, authority and signature blocks. Mark items that depend on the company's governing documents.

037 Power of Attorney Explainer

Write a plain-language explainer about what a power of attorney does, the common types and questions to ask a lawyer. Keep it general and state that rules vary by location.

038 Meeting Agenda and Minutes Template

Create a template for formal meeting agendas and minutes with attendees, apologies, items, decisions, actions and next meeting. Add notes on keeping minutes neutral.

039 Plain Language Rewrite

Rewrite this clause in plain language without changing its legal effect, and list any words you were unsure how to simplify so I can review them: **[PASTE CLAUSE]**

040 Tone Adjustment

Rewrite this letter in a more conciliatory tone while keeping all positions and reservations intact. Highlight any sentence where tone changes could alter legal meaning: **[PASTE LETTER]**

041 Cover Email for Documents

Write a short cover email for sending documents to **[RECIPIENT]** with a list of attachments, requested action, deadline and a polite closing.

042 Template Cleanup

Review this template for inconsistent defined terms, numbering errors, undefined references and formatting problems. List the issues and suggested fixes without changing substance: **[PASTE TEMPLATE]**

043 Checklist for Signing and Execution

Create an execution checklist for a **[DOCUMENT TYPE]** covering signatory authority, witnessing or notarization requirements to verify, counterparts, dates and storage of originals.

PRO TIP Give the AI your firm's preferred style in one paragraph: tone, headings and formality. Drafts will need far fewer edits.

CHAPTER 4 15 PROMPTS

Contract Review Assistance

Clause checklists, risk flags, plain-English rewrites, redline explanations

Contracts are full of small risks that hide in plain sight. Use these prompts to build review checklists, flag questions and explain clauses to clients, then confirm everything against the actual document and the law.

044 Contract Review Checklist

Create a review checklist for a **[CONTRACT TYPE]** from the perspective of **[PARTY]**. Group items by commercial terms, risk allocation, termination, compliance and boilerplate, with a priority rating for each.

045 Clause Risk Flagging

Read this anonymized clause and list potential risks for **[PARTY]**, ambiguities, missing protections and questions to raise with the other side. Do not rewrite it yet: **[PASTE CLAUSE]**

046 Limitation of Liability Review

Explain in plain language what this limitation of liability clause appears to do, who it favors and what points deserve negotiation. Mark everything that depends on governing law as **[VERIFY]**: **[PASTE CLAUSE]**

047 Indemnity Clause Questions

List the questions a careful lawyer might ask about this indemnity clause covering scope, triggers, caps, procedure and carve-outs, and suggest points to discuss with the client: **[PASTE CLAUSE]**

048 Termination Provisions Map

Create a table of every termination right in this agreement showing who may terminate, the trigger, notice period, cure rights and consequences: **[PASTE CONTRACT]**

049 Payment Terms Extract

Extract all payment-related terms from this contract into a table covering amount, schedule, invoicing, late fees, taxes and disputes, with clause references: **[PASTE CONTRACT]**

050 Defined Terms Audit

List every defined term in this agreement, where it is defined and where it is used. Flag terms used but not defined and defined but never used: **[PASTE CONTRACT]**

051 Intellectual Property Clause Review

Summarize how this agreement treats ownership, licensing and use of intellectual property, listing any unclear points and questions for the client: **[PASTE CLAUSES]**

052 Governing Law and Disputes Summary

Summarize the governing law, venue, arbitration and dispute resolution provisions of this contract in plain English and list practical implications to discuss with the client: **[PASTE CLAUSES]**

053 Redline Explanation

Explain the practical effect of each change in the following redline in two sentences per change and rank them by likely importance to my client: **[PASTE REDLINE]**

054 Negotiation Priorities Sheet

Based on these client goals, create a negotiation priorities sheet listing must-have terms, nice-to-have terms and possible trade-offs for **[CONTRACT TYPE]**: **[PASTE GOALS]**

055 Alternative Wording Options

Suggest three alternative ways to word the following clause: one more favorable to **[PARTY]**, one balanced and one simple. Note that I will check each against applicable law: **[PASTE CLAUSE]**

056 Compliance Obligations Table

Extract all ongoing obligations from this contract into a table with the responsible party, deadline or frequency and consequence of failure: **[PASTE CONTRACT]**

057 Consistency Check

Check this agreement for internal inconsistencies, such as conflicting dates, amounts, definitions or cross-references, and list each issue with clause numbers: **[PASTE CONTRACT]**

058 Client Explanation of Key Risks

Explain the top five risks in this agreement to a non-lawyer client in simple language, using everyday examples and ending with recommended questions to ask the other party: **[PASTE CONTRACT]**

PRO TIP Ask the AI to quote the exact clause text it relies on. If it cannot point to the language, treat the point as unverified.

CHAPTER 5 12 PROMPTS

Legal Research Planning

Issue framing, search term lists, question outlines, source organization

AI is not a legal database, so treat these prompts as research planning tools. They help you frame questions, organize search strategies and prepare to check primary sources.

059 Research Question Framer

Help me refine this research question into a precise issue statement with sub-questions, key terms, jurisdiction and time period. Facts: **[ANONYMIZED FACTS]**. Question: **[QUESTION]**

060 Search Term Generator

Generate a list of search terms, synonyms and Boolean combinations for researching **[LEGAL TOPIC]** in **[JURISDICTION]**, organized by core concepts and related concepts for use in legal databases.

061 Research Plan Outline

Create a step-by-step research plan for the question **[QUESTION]** listing primary sources, secondary sources, databases to consult and the order of work. Do not cite specific cases.

062 Argument Mapping

Map the main arguments for and against **[POSITION]** as a table of argument, supporting considerations, likely counterpoints and what I need to verify. Do not invent authorities.

063 Statutory Interpretation Questions

List interpretive questions I should consider for this statutory text, including plain meaning, structure, purpose and defined terms. Add a checklist of sources to consult: **[PASTE TEXT]**

064 Factors Test Table

Turn this legal test into a table with each factor, the question it asks and the facts I need to gather. Mark any wording I should check against the original source: **[PASTE TEST]**

065 Counterargument Brainstorm

Brainstorm counterarguments the other side might raise against this position. Present them as questions to research with ideas on evidence that might address each: **[PASTE POSITION]**

066 Authority Checklist

Create a checklist for verifying a legal authority before citing it: existence, correct citation, relevant passage, subsequent history, jurisdiction and binding or persuasive weight.

067 Comparative Law Prompt

Suggest how to structure a comparison of how **[TOPIC]** is treated in **[JURISDICTION A]** and **[JURISDICTION B]**, including headings and the sources I should consult for each.

068 Research Memo Reviewer

Review this research memo for logical gaps, unsupported statements, unclear headings and missing counterarguments. Give feedback only and do not add authorities: **[PASTE MEMO]**

069 Glossary of Terms

Create a glossary of key terms for **[AREA OF LAW]** for a new team member, with plain-language definitions and a note that definitions vary by jurisdiction.

070 Learning Brief on New Topic

I am new to **[AREA OF LAW]**. Create a one-page orientation covering key concepts, typical issues, common documents and the questions I should ask a specialist.

PRO TIP Use AI to plan your research, then run the actual searches in an authoritative legal database. Never cite an authority you have not read yourself.

CHAPTER 6 15 PROMPTS

Client Communication and Intake

Intake forms, status updates, fee explanations, difficult-message drafts

Clients judge you on responsiveness and clarity. These prompts help you write messages that are professional, empathetic and precise, while keeping your professional obligations in view.

071 New Client Intake Questions

Create an intake questionnaire for a new **[PRACTICE AREA]** client covering contact details, background, goals, key documents, deadlines and conflicts check information.

072 Initial Consultation Follow-Up Email

Write a follow-up email after a first consultation thanking the client, summarizing what we discussed in plain English, listing the documents needed and explaining next steps and timing.

073 Status Update Template

Create a reusable matter status update email with sections for work completed, current stage, upcoming steps, expected timing and anything needed from the client.

074 Fee Explanation Message

Write a clear, friendly message explaining how my fees work for **[MATTER TYPE]**, including billing method, what is included, typical extras and how clients can ask questions.

075 Bad News Delivery

Help me write a compassionate but honest email telling a client that **[DEVELOPMENT]**. Explain what it means, what options remain and offer a call to discuss.

076 Managing Expectations Email

Write an email setting realistic expectations about the timeline and uncertainties in **[MATTER TYPE]**, avoiding guarantees and explaining the factors that affect timing.

077 Document Request Message

Write a polite request for documents needed for **[MATTER]**, with a checklist, preferred formats, a deadline and a note on how to send them securely.

078 Reply to an Upset Client

Help me reply to a client who feels ignored. Acknowledge their concern, explain what has been done, set a communication schedule and offer a call: **[PASTE MESSAGE]**

079 Overdue Invoice Reminder

Write three polite payment reminders for an overdue invoice, with escalating firmness, each short and professional and referencing invoice number **[NUMBER]**.

080 Case Closing Letter

Draft a matter closing letter confirming the work is complete, summarizing outcomes, explaining file retention and noting any ongoing client responsibilities.

081 Plain English FAQ for Clients

Draft an FAQ for clients of a **[PRACTICE AREA]** practice answering ten common questions in plain language, with a note that answers are general and not advice.

082 Appointment Reminder Message

Write a short reminder message for a client meeting on **[DATE/TIME]**, including location or video link, documents to bring and cancellation policy.

083 Referral Thank You Note

Write a short, sincere note thanking a colleague or client for a referral without sharing confidential details.

084 Out of Office Message

Write a professional out of office reply for a lawyer on leave from **[DATE]** to **[DATE]**, giving an urgent contact and expected response time.

085 Difficult Conversation Preparation

Help me prepare for a difficult conversation with a client about **[ISSUE]**. Provide an opening, three key messages, likely reactions and calm responses.

PRO TIP Read every client message aloud before sending. If you would not say it to their face, soften or simplify it.

CHAPTER 7 10 PROMPTS

Meeting, Hearing and Deposition Preparation

Question outlines, checklists, agenda builders

Preparation wins hearings, meetings and depositions. These prompts help you build agendas, question outlines and checklists so nothing important is missed.

086 Hearing Preparation Checklist

Create a hearing preparation checklist for a **[HEARING TYPE]** covering documents, witnesses, exhibits, key arguments, procedural requirements to verify and logistics.

087 Deposition Question Outline

Draft an outline of question topics for deposing a witness in **[CASE TYPE]**, organized by background, key events, documents and credibility. Leave specifics for me to add: **[KEY FACTS]**

088 Witness Preparation Guide

Write a plain-language guide to help a witness prepare to testify, covering listening carefully, answering only what is asked, staying calm and what to expect in the room.

089 Exhibit List Template

Create an exhibit list template with exhibit number, description, date, source, witness and purpose, plus a column for objections to anticipate.

090 Cross-Examination Topic Planner

Suggest topic areas for cross-examining a witness whose testimony is likely to be **[SUMMARY]**. Frame them as lines of inquiry to develop, not scripted questions.

091 Opening Statement Structure

Provide a structure for an opening statement in a **[CASE TYPE]** matter with sections for theme, key facts, what the evidence will show and the ask. Leave all content for me to fill in.

092 Mediation Preparation Sheet

Create a one-page mediation preparation sheet covering client goals, strengths and weaknesses, settlement range placeholders, key documents and questions for the mediator.

093 Client Meeting Agenda

Create an agenda for a 45-minute client meeting about **[TOPIC]** with time allocations, decisions needed, documents to review and closing action items.

094 Negotiation Call Notes Template

Create a template for taking notes on negotiation calls with sections for participants, positions, concessions, open points and agreed next steps.

095 Trial Binder Index

Suggest an index structure for a trial binder in **[CASE TYPE]** with tabs for pleadings, evidence, witnesses, authorities and working notes.

PRO TIP Add your own case theory to every preparation prompt. The AI is a planning partner, not a strategist who knows your client.

CHAPTER 8 15 PROMPTS

Practice Marketing and Content

Blog posts, FAQ pages, LinkedIn posts, newsletter ideas

Ethical marketing builds a practice steadily. These prompts help you create educational content that shows expertise without giving individual advice or making claims that rules may restrict.

096 Practice Area Page Copy

Write website copy for a **[PRACTICE AREA]** page covering who I help, common situations, how I work and how to book a consultation. Use plain language and avoid guarantees of outcomes.

097 Attorney Bio Draft

Write a professional bio of about 150 words for a lawyer in **[PRACTICE AREA]** using these facts: **[BACKGROUND]**. Keep the tone approachable and avoid superlatives.

098 Educational Blog Post

Write a 600-word educational blog post titled **[TITLE]** explaining **[TOPIC]** for the general public. Include a clear note that the article is general information and not legal advice.

099 FAQ Page Draft

Draft ten FAQs for a **[PRACTICE AREA]** website with short general answers. Mark any answer that varies by jurisdiction so I can tailor it.

100 Blog Topic Calendar

Suggest twelve blog topics for a **[PRACTICE AREA]** practice in **[LOCATION]**, one per month, based on common client questions and seasonal issues.

101 LinkedIn Post for Lawyers

Write a LinkedIn post sharing a general lesson about **[TOPIC]** for business owners. Keep it educational, avoid client details and end with an open question.

102 Newsletter Article

Write a 300-word newsletter item summarizing a recent general development relevant to **[AUDIENCE]**. Mark facts I must verify as **[VERIFY]** and include a short disclaimer.

103 Client Testimonial Request

Write a polite request for a client testimonial that complies with typical professional rules by not asking for statements about results. Offer a short version for email.

104 Local Networking Message

Write a short message introducing myself to a local professional, such as an accountant or real estate agent, proposing a coffee meeting to discuss referrals in both directions.

105 Webinar Outline

Create an outline for a 30-minute educational webinar on **[TOPIC]** for **[AUDIENCE]** with an agenda, key points, examples, a Q&A segment and a closing call to action.

106 Podcast Guest Pitch

Write a pitch to a podcast host explaining how my expertise in **[TOPIC]** would help their audience, suggesting three episode ideas and my relevant background.

107 Google Business Profile Posts

Write four short posts for a Google Business Profile for a **[PRACTICE AREA]** firm, covering a helpful tip, a service highlight, an office update and a seasonal reminder.

108 Case Study Template

Create a case study template that protects confidentiality, with anonymized situation, general approach, lessons learned and a generic disclaimer. Do not include outcomes unless the client has consented.

109 Consultation Booking Page Text

Write short text for a consultation booking page explaining what happens in a first meeting, what to bring, cost and confidentiality, in a calm and reassuring tone.

110 Email Signature and Disclaimer

Write a short professional email signature and a concise confidentiality notice suitable for a law firm, noting that wording should be checked against local rules.

PRO TIP Check your jurisdiction's advertising rules before publishing. Avoid outcome guarantees, comparisons with other lawyers and anything that could look like individual legal advice.

CHAPTER 9 10 PROMPTS

Bonus: Prompt Templates and Quick Reference

Role prompts, tone prompts, review checklist

Keep these templates close at hand. They give you reusable structures for any legal task and quick checks that improve the quality of every AI-assisted draft.

111 Universal Legal Drafting Prompt

Act as a legal drafting assistant. Draft **[DOCUMENT]** for **[PARTY]** in **[JURISDICTION]**. Use placeholders for facts, mark assumptions, avoid citing authorities unless I provide them, and list every point I must verify.

112 Plain Language Translator

Explain the following legal text to a non-lawyer using short sentences and everyday examples. List any term that could mean something different in my jurisdiction: **[PASTE TEXT]**

113 Proofreading Prompt

Proofread this legal document for spelling, grammar, punctuation, consistent terminology and numbering, without changing meaning. Show each change in a list: **[PASTE TEXT]**

114 Risk and Assumption Log

Review the draft below and produce a table of assumptions made, open questions, facts needing confirmation and potential risks, ranked by importance: **[PASTE DRAFT]**

115 Devil's Advocate Review

Read this position paper and respond as a skeptical opposing lawyer would, listing the strongest objections and the facts or authorities I should check to address them: **[PASTE TEXT]**

116 Checklist Generator

Turn this process description into a clear step-by-step checklist with responsible person, deadline placeholder and verification step for each item: **[PASTE PROCESS]**

117 Document Comparison Summary

Compare these two versions of a document and list the substantive differences in a table with section, old wording, new wording and likely effect. Note anything you are unsure about: **[PASTE VERSIONS]**

118 Training Material Builder

Create a one-page training handout for new staff on **[TOPIC]**, with key concepts, common mistakes, a short example and three quiz questions.

119 Time Entry Description Helper

Turn these rough notes into clear, professional time entry descriptions suitable for a bill, avoiding vague phrases and keeping each under 25 words: **[PASTE NOTES]**

120 Personal Productivity Review

Based on this list of my weekly tasks, suggest how to batch similar work, what to delegate and where AI can help safely without touching confidential information: **[PASTE LIST]**

PRO TIP Create your own short library of firm-approved prompts. Consistent prompts lead to consistent, easier-to-review output.

Prompt Customization Guide

Every prompt in this pack can be improved with a little context. Use the master template below, then adapt the pieces to your task.

The master prompt template

> Act as **[ROLE]**. My goal is **[GOAL]**. The audience is **[AUDIENCE]**. Use a **[TONE]** tone. Here is the background: **[CONTEXT]**. Produce **[OUTPUT FORMAT]** in about **[LENGTH]**. Avoid **[THINGS TO AVOID]**. Before you answer, ask me up to three questions if anything is unclear.

Six upgrades that improve any prompt

- **Set a role.** Tell the AI who to be, such as an experienced editor or a patient tutor, so it picks the right vocabulary and depth.
- **Share real context.** Paste your own notes, product details or goals. Specific input produces specific output.
- **Define success.** Say what a great answer looks like: length, structure, level of detail, what to include.
- **Give an example.** Paste a sample you like and ask the AI to follow its structure and style, not copy its words.
- **Set boundaries.** List words, claims or topics to avoid and rules the answer must respect.
- **Ask for options.** Request three versions with different angles, then combine the best parts.

Follow-up phrases that work

- Make this shorter and more direct.
- Rewrite for a complete beginner.
- Give me three alternative versions with different angles.
- What is missing or unclear in this draft?
- Turn this into a checklist I can follow.
- Now critique your own answer and fix any weak points.

Prompt Tracker

Print this page or copy it into your notes. Record the prompts that work best for you, what you changed, and how well the result performed.

Prompt No.	What I used it for	My edits	Rating (1-5)

Thank You

Thank you for downloading this pack. We hope it saves you time and helps you do better work with AI.

Browse more free prompt packs, cheat sheets and AI tools at **aipdfbundles.com**.

Use AI responsibly. Always review AI output for accuracy, fairness and suitability before you rely on it. Follow the laws, platform rules and professional standards that apply to your work. This document is for general information and productivity support only; it is not legal, medical, financial or other professional advice.