

This document guides lawyers in using AI effectively in daily tasks. While GPT is used as an example, the approach applies similarly to any other AI-Assistant.

Effective prompting

Principles	<ol style="list-style-type: none"> 1. A good prompt is essential for effectively interacting with AI models 2. Verify the results with other sources and combine with human expertise 3. Do not "copy/paste" results without prior review
Elements of a good prompt:	
Role	Define the role that GPT should adopt in the prompt (e.g. "you are an experienced contract attorney and have to" or "I am an experienced corporate communication officer and have to...") -> impact on style, tone and content of response.
Context	Provide background information: (e.g. "Client wants to buy a software which is crucial for its business. The IP clause must provide comprehensive ownership rights and an indemnity for infringement of third-party rights.")
Be specific	Clearly define what you need (e.g. "analyze the attached software licensing agreement. Identify potential risks for the licensee.")
Limit complexity	Think step by step and break down complex queries into simpler, manageable parts. E.g. firstly ask for the potential risks of the contract in general and in a second step ask for improvements of the IP indemnification, warranty etc. sections.
Response format	e.g. table, checklist, client letter, contract etc. (e.g. "summarize this contract into a table that outlines parties, rights, obligations, fees, and timelines")
Iterate and refine	Ask follow-up questions (e.g. "please elaborate further about ...", "let's think step by step and provide me a list of the sub-problems...", "reframe your considerations as questions. I will provide answers. Ask follow-up questions, until you are ready to provide a recommendation", "please summarize this in five sentences...")
Ask for source / reference	Request citations or references if relevant (e.g., "Summarize legislative activities on PFAS by country and include sources", "please provide the sources of your answer"). Note that AI may generate inaccurate sources (see "Hallucinations" below). Therefore, ALWAYS verify them, e.g. if the respective conclusion is indeed in the cited court decision or the referenced section of law.

Basic AI use cases for lawyers

Document creation / drafting

Use case	Contracts, contract clauses, e-mails, letters, internal guidelines
Examples:	
Legal memo	"I am a senior attorney working at a large chemical company. I need to write a legal memo to inform senior stakeholders about a lawsuit that was recently filed

	against my company by an NGO. Please suggest the sections you propose for the memo and for each section please ask me about the information you need for drafting the memo."
Internal guideline	"You work as an attorney for a large global industrial company. Can you provide a guidance for employees regarding the use of AI? Take into account that the company has an enterprise version of a generative AI tool which must be used by the employees instead of the publicly available tool for protecting the company's confidential information."
Contract creation	"You are an experienced contract attorney representing the buyer. Write an Intellectual Property clause with a software development company. It must provide comprehensive ownership rights and an indemnity in the case of infringement of third-party rights."
e-mail, letter	Upload a document and ask "Write an email from a lawyer to its client summarizing the key elements of the attached settlement agreement. Provide arguments why the settlement is beneficial for the client."
Witness / expert questions	Upload a document and ask "You are an experienced litigation counsel in the USA. Please review the attached expert report and generate 10 questions that highlight inconsistencies, omissions, logical and reasoning errors and other problems. For each question, prepare a series of follow-up questions (based on the expert's answer to the original question, which should be yes/no questions) that undermine the credibility of the expert. The main question should be a subheading and then the follow-up questions should be bullet points. Rank them in order from most to least serious"
Meeting minutes	"You are a lawyer writing the minutes of a shareholder meeting of a multinational company. Create short and precise meeting minutes in the format used by large corporations based on the following notes" [insert your notes in the prompt]
Transaction Checklist	Upload a document and ask "You are a member of XY legal department. The attached is a merger agreement between XY and [target]. Prepare a detailed merger closing checklist for this transaction. The checklist should include one column containing a description of each required closing item, and another column stating whether the obligation is on XY or the [target]"
Tips:	
Reduce complexity	You might want to create a whole contract first and in a second step refine the clauses that require improvement or draft individual clauses only. This will also help you understand the document you are creating better and you will be able to adjust the drafting of the contract to your specific situation if you are drafting clauses step-by-step instead of having the AI generating the draft in one go.

Review / markup

Use case	Contracts, contract clauses
Examples:	
Contract revision	"As an experienced contract attorney analyze this indemnification clause from a software licensing agreement: [paste clause in the prompt]. Identify potential risks for the licensee." followed by "Suggest changes beneficial to the licensee,

	explaining the rationale. Highlight revised parts in bold for clarity and mark proposed edits or deletions with strikethrough".
Tips:	
Reduce complexity	Break longer documents in meaningful sections to improve the quality.

Summarizing

Use case	Memorandums, reports, contracts
Examples:	
Summary of report	Upload a document and ask "Summarize the key points from the attached document"
Summary of contract	Upload a document and ask "You are an experienced contract attorney. Summarize this contract into a table that outlines the parties, the relevant rights of and obligations of each party, effective date, fees, deadlines, governing law".
Summary of contract for client	Upload a document and ask "As an experienced contract attorney summarize the main points of the attached document in a way that a layperson can understand. Your summary should be concise, yet comprehensive enough to cover all significant details and legal implications. Please highlight commercial and legal risks and opportunities".
Tips:	
Reduce complexity	Break longer documents in meaningful sections to improve the quality.

Analysis / Matter strategy

Use case	Brainstorming, creating arguments, anticipating opposing party arguments
Examples:	
Analysis of court decision	Upload a document and ask "You are an experienced US litigation lawyer. Please summarize this court decision and generate the ten most compelling grounds for appeal in descending order of strength. Provide an assessment of the probability of overturn on appeal"
Comparing positions	Upload a document and ask "As an experienced US litigation lawyer provide a summary of each of the documents, which are the party briefs in a litigation. Then, generate a table comparing the party's positions on the key issues. The table should describe each side's argument on the issues in detail"
Political strategy	"Assume you're a seasoned NGO representative which is against the use of chemicals. Given the concerns of the authorities around PFAS, what arguments and strategies might you pursue?"
Litigation strategy	"You are the CEO of a large industrial company which is sued for trademark infringement by a small business owner who believes the large company is using a similar logo. Create a strategy" Follow-up with "reframe your arguments as questions. I will provide answers. Ask follow-up questions, until you are ready to provide a refined strategy".

Translation

Use case	Contracts, letters, memorandums
Whole documents	Upload a document and ask for a translation keeping the formatting (capability depends on the chosen tool, co-pilot is good for Office 365 documents)
Words or sentences	Short text can be copied into the prompt, e.g. "Translate the following [insert text] in French."

Legal Research

Use case	Not a recommended use. Exceptions: - summary / analysis of uploaded documents (eg. "Summarize me the key aspects of the attached draft of a new law") - high level-overviews of publicly discussed concepts (e.g. Data Privacy) for non-legal educated persons
Rationale:	
Content not available	Legal research is not reliable because legal texts, court decisions or commentaries are not comprehensively publicly available.
Outdated content	The public information stems from Chat GPT which typically lacks the last months.
Hallucinations	LLMs can generate false or nonsensical information ("hallucinations") because they operate by predicting likely sequences of words based on patterns in their training data, rather than having true understanding or access to a comprehensive, verified knowledge base.
Validation	Assume the work has been done by a person with no legal knowledge, i.e. ask for specific sources (sections of laws or court decisions) and check these ALWAYS for accuracy / truth.

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