

AI FOR LAWYERS ACADEMY

FREE PROMPT PACK

101 Legal Prompts

Copy-ready AI prompts for research, litigation, contracts, practice areas and client communication

How to use this pack

Each prompt is written for general AI assistants (ChatGPT, Claude, Gemini, Copilot) and legal AI platforms. Replace the **[bracketed]** text with your details. Before you paste anything, remove client names and identifying details unless you are using an approved tool on terms that protect confidentiality.

Verification reminder. AI tools can produce convincing citations to cases that do not exist. Find every authority in a trusted database, read the passage relied on, and check its history before relying on it.

The CRAFT structure on one page

Letter	Element	Example
C	Context and role	Act as a senior employment lawyer advising under New York law.
R	Request	Review the non-compete below and identify enforceability risks for the employer.
A	Audience	Write for the client's HR director, who is not a lawyer.
F	Format	A table: issue, why it matters, proposed wording. Under 400 words.
T	Tone	Measured, practical and plain English.

Guardrail lines to add to any prompt

- Do not invent or cite cases, statutes or quotations. Tell me what to check instead.
- If you are uncertain, say so rather than guessing.
- Do not assume facts that are not stated. List any assumptions.
- Refer to the clause, page or paragraph for every point.
- Where the answer depends on jurisdiction, say so.
- Before answering, ask me up to three questions if essential information is missing.

Research planning

1. Issue spotting from facts

Act as a senior [practice area] attorney in [jurisdiction]. Read the facts below and list every legal issue they raise, ranked by importance. For each issue, state the elements that must be proved and the facts that help or hurt. Do not cite authority; tell me what to research instead.

Facts: [facts]

2. Research plan

Prepare a research plan for this question under [jurisdiction] law: [question]. Include the sub-issues, the primary sources to check (statutes, regulations, leading courts), secondary sources, and 10 search strings for a legal database. Do not present any authority as settled.

3. Explain an unfamiliar area

I am a lawyer new to [area of law] in [jurisdiction]. Explain the core framework in plain language: the key concepts, the main sources of law, typical disputes and common pitfalls. Flag anything that varies by jurisdiction. Do not cite specific cases.

4. Counter-arguments

Here is my legal argument: [argument]. Act as opposing counsel and give me the five strongest counter-arguments, the factual weaknesses they would exploit, and how I could respond to each.

5. Search terms from a judgment

From the judgment text below, extract the key legal concepts and produce search terms and synonyms I can use to find related authority in [database]. Quote the paragraph each concept comes from.

[text]

6. Statute breakdown

Break down the statutory provision below into its elements, defined terms, exceptions and cross-references. Present as a table. Note any ambiguous wording that might be litigated.

[provision]

7. Compare two jurisdictions

Compare how [jurisdiction A] and [jurisdiction B] approach [legal issue] at a high level. Use a table with rows for the rule, key tests, remedies and practical differences. Mark anything you are unsure of and list what I must verify.

8. Questions to ask a client

I am preparing for an initial consultation about [matter type] in [jurisdiction]. List the questions I should ask, grouped by theme, and the documents I should request. Note red flags that would change the advice.

Litigation

9. Case chronology

Build a chronology from the documents below: date, event, people involved, source document and page. Flag gaps, inconsistencies and dates that may matter for limitation periods.

[documents]

10. Deposition outline

Act as an experienced litigator. Draft a deposition outline for [witness role] in a [case type] case. Organise by topic, include foundation questions, key admissions to seek and documents to use. Facts: [facts]

11. Summarise a deposition transcript

Summarise the deposition transcript below by topic. For each topic give the key testimony with page:line references, admissions, inconsistencies and follow-up points.

[transcript]

12. Draft discovery requests

Draft [interrogatories / requests for production / requests for admission] for the [plaintiff/defendant] in a [case type] case in [jurisdiction]. Keep them specific and proportional. Facts and claims: [facts]

13. Objections review

Review the discovery responses below and identify boilerplate objections, evasive answers and deficiencies. Draft a meet-and-confer letter addressing each. Do not cite case law.

[responses]

14. Motion outline

Outline a motion for [type of motion] in [court]. Include the standard to be met (described generally, for me to verify), the argument structure, the facts to emphasise and the evidence needed. Do not invent citations.

15. Opposition brief attack plan

Here is the other side's brief: [brief]. Identify each argument, the weakest points in their reasoning and factual record, and the order in which I should respond. List every authority they cite so I can check it.

16. Witness preparation

Prepare a witness preparation guide for [witness] testifying about [topic]: likely questions on direct and cross, difficult questions, and plain-language guidance on demeanour. Do not script answers; suggest topics to cover.

Contracts

17. Clause risk review

Act as a senior commercial lawyer advising the [buyer/seller/customer/vendor] under [jurisdiction] law. Review the clause below. Identify the risks for my client, explain why each matters, and propose revised wording. Present as a table.

[clause]

18. Full contract issues list

Review the agreement below from the perspective of [party]. Produce an issues list grouped by priority (high, medium, low) with the clause reference, the issue, the risk and a proposed fix.

[agreement]

19. Missing clauses check

Here is a [type of agreement]. List provisions commonly found in this type of agreement that appear to be missing or thin, and explain why each might matter for [party].

[agreement]

20. Redline explanation

Compare the two versions of the clause below. List every change and explain its legal and commercial effect for [party]. Recommend whether to accept, reject or counter each.

Original: [text]

Revised: [text]

21. Limitation of liability options

Draft three alternative limitation of liability clauses for a [type of agreement] under [jurisdiction] law: customer-friendly, balanced and vendor-friendly. Explain the trade-offs.

22. Plain-English contract summary

Summarise the agreement below for a client with no legal training: what they must do, what they get, key dates, how it ends, and the biggest risks. Under 300 words.

[agreement]

23. Definitions consistency check

Check the agreement below for defined terms that are used but not defined, defined but never used, or used inconsistently. List each with clause references.

[agreement]

24. Negotiation playbook

Create a negotiation playbook for a [type of agreement] where I act for [party]: for each key clause, give our preferred position, acceptable fallback and walk-away point.

Corporate & commercial

25. Due diligence request list

Prepare a due diligence request list for the acquisition of a [industry] company in [jurisdiction], grouped by corporate, commercial contracts, employment, IP, data protection, litigation, tax and regulatory.

26. Due diligence summary

Summarise the documents below into a due diligence report: key findings, red flags, required consents and recommended protections in the transaction documents.

[documents]

27. Board minutes draft

Draft board minutes approving [transaction or decision] for a [entity type] in [jurisdiction]. Include attendance, quorum, declarations of interest, discussion summary and resolutions.

28. Shareholder agreement issues

Act for the [minority/majority] shareholder. List the key provisions to negotiate in a shareholders' agreement for [company situation], with our preferred position on each.

29. Term sheet explainer

Explain each term in the term sheet below to a founder in plain English, flagging terms that are unusual or founder-unfriendly.

[term sheet]

30. Corporate structure options

Outline the main entity structure options for a business that will [business description] in [jurisdiction], comparing liability, tax considerations (at a general level), governance and investment-readiness. Tell me what to verify with tax advisers.

31. Closing checklist

Draft a closing checklist for a [type of transaction]: documents, signatories, conditions precedent, deliverables and responsible party.

32. Regulatory filing calendar

From the facts below, create a calendar of recurring corporate compliance deadlines for a [entity type] in [jurisdiction]. Mark items I must confirm against official sources.

[facts]

Employment

33. Policy review

Review the employee handbook policy below for compliance risks under [jurisdiction] law and readability. Suggest revisions. Flag anything I must check against current law.

[policy]

34. Restrictive covenant review

Review the restrictive covenant below for enforceability risks under [jurisdiction] law, considering scope, duration, geography and legitimate interests in general terms. Suggest narrower wording.

[clause]

35. Termination checklist

Prepare a checklist for terminating an employee in [jurisdiction] for [reason]: documentation, process steps, final pay considerations, risk factors and communication.

36. Investigation plan

Draft an internal workplace investigation plan for a complaint of [type of complaint]: scope, investigator, interview order, documents, confidentiality and report structure.

37. Interview questions

Draft neutral, non-leading interview questions for [complainant/respondent/witness] in an investigation into [allegation].

38. Severance agreement issues

List the key terms to include and negotiate in a separation agreement for an employee in [jurisdiction], and the points requiring legal verification (for example release requirements).

39. Employment contract draft

Draft an employment offer letter for a [role] in [jurisdiction] with [key terms]. Keep it clear and consistent with an at-will or fixed-term relationship as specified.

40. Explain to an employee

Explain to an employee, in plain and empathetic language, what [policy or decision] means for them and what happens next. Under 200 words.

Real estate

41. Lease review

Review the commercial lease below for the [tenant/landlord]. Summarise rent, term, renewal, assignment, repairs, insurance, default and break rights, and flag the top risks.

[lease]

42. Lease abstract

Create a lease abstract table from the lease below: parties, premises, term, rent schedule, escalations, options, key dates and notice addresses.

[lease]

43. Title review questions

From the title report extract below, list issues that need resolution before closing and questions for the title company.

[extract]

44. Purchase agreement checklist

Prepare a checklist of key terms for a [residential/commercial] purchase agreement in [jurisdiction], noting which favour the buyer and which the seller.

45. Closing timeline

Create a closing timeline for a property purchase with contract date [date] and closing date [date], showing contingency deadlines and responsibilities.

46. Tenant letter

Draft a professional letter to a tenant about [issue], stating the lease provision involved (I will insert the reference), the required action and deadline.

47. Zoning issues list

My client wants to use [property type] for [use] in [locality]. List the zoning and permitting questions to investigate and the documents to obtain.

48. Easement explanation

Explain the easement described below to a property owner in plain English: who benefits, what is permitted, and what restrictions apply.

[text]

Family law

49. Client intake summary

Summarise the intake notes below into a structured memo: parties, children, assets, income, issues in dispute, urgent concerns and next steps.

[notes]

50. Financial disclosure checklist

Prepare a financial disclosure document checklist for a divorce client in [jurisdiction], grouped by income, assets, debts and expenses.

51. Parenting plan draft

Draft a proposed parenting plan framework for [children ages] covering schedules, holidays, decision-making, communication and dispute resolution. Keep the child's interests central.

52. Asset division table

From the information below, create a table of assets and debts with value, ownership, characterisation questions and proposed allocation options.

[information]

53. Empathetic client update

Write an empathetic, clear update to a family law client explaining [development] and the next steps. Avoid jargon and false reassurance.

54. Mediation preparation

Prepare a mediation preparation memo for my client covering goals, priorities, likely positions of the other side and possible trade-offs on [issues].

55. Co-parenting communication

Rewrite the message below so it is calm, child-focused and suitable to be read by a judge later.

[message]

56. Prenuptial agreement issues

List the key issues to discuss with a client considering a prenuptial agreement in [jurisdiction], and the formalities to verify.

Criminal law

57. Discovery review plan

Create a plan for reviewing discovery in a [offense] case: categories of material, what to look for in each, and issues to raise with the prosecution.

58. Police report analysis

Analyse the police report below for inconsistencies, missing information, potential constitutional issues and follow-up investigation leads.

[report]

59. Suppression motion issues

Based on the facts below, outline potential grounds for a suppression motion and the facts that need to be developed for each. Do not cite cases.

[facts]

60. Client explanation of charges

Explain to a client in plain language what the charge of [offense] generally involves, the process ahead and the decisions they will need to make.

61. Mitigation outline

Draft a sentencing mitigation outline for a client with the background below, organised by themes and supporting evidence to gather.

[background]

62. Cross-examination themes

Develop cross-examination themes for [witness] based on the statements below, with impeachment points and page references.

[statements]

63. Bail argument outline

Outline arguments for pretrial release for a client with the circumstances below, addressing flight risk and safety factors.

[circumstances]

64. Investigation checklist

Create a defense investigation checklist for a [offense] case: witnesses, scene, records, digital evidence and experts.

Estate planning

65. Intake questionnaire

Create an estate planning intake questionnaire covering family, assets, beneficiaries, fiduciaries, health care wishes and special circumstances.

66. Plan summary for client

Summarise the estate plan documents below for the client in plain English: who gets what, who is in charge, and what happens in common scenarios.

[documents]

67. Trust vs will comparison

Explain to a client the general differences between a will-based plan and a revocable trust-based plan in [jurisdiction], with pros and cons. Note points to verify.

68. Asset inventory

Organise the asset information below into an inventory table: asset, owner, value, beneficiary designation and how it passes.

[information]

69. Fiduciary letter

Draft a letter to a newly appointed executor explaining their main responsibilities and first steps, in clear language.

70. Beneficiary designation review

Review the beneficiary designations below against the client's stated wishes and flag inconsistencies.

[designations and wishes]

71. Probate checklist

Prepare a probate administration checklist for [jurisdiction], from initial filings to final distribution. Mark steps to verify against local rules.

72. Special needs planning issues

List the planning issues to discuss with a family that has a beneficiary with special needs, including benefits considerations to verify.

IP, technology & privacy

73. Privacy policy gap check

Review the privacy policy below against the data practices described and list gaps, inaccuracies and unclear statements. Do not state that the business complies with any law.

[policy and practices]

74. Data map

From the description below, create a data map: categories of personal data, sources, purposes, systems, recipients, transfers and retention.

[description]

75. SaaS agreement review

Review the SaaS terms below for a customer, focusing on data use, security, availability, liability, IP and exit.

[terms]

76. Trademark clearance questions

List the questions and searches needed to assess clearance for the proposed mark [mark] for [goods/services] in [jurisdiction].

77. IP assignment check

Review the contractor agreement below and confirm whether IP created is effectively assigned to the client. Flag gaps and suggest wording.

[agreement]

78. AI vendor terms review

Review the AI vendor terms below. Identify how customer data, prompts and outputs may be used, retained or used for training, and propose protective amendments.

[terms]

79. Data breach response steps

Outline the first 72 hours of a data breach response for a [business type] in [jurisdiction], noting notification obligations I must verify.

80. Open source licence summary

Explain the obligations of the [licence name] licence for a company distributing software that includes it, in plain language.

Client communication

81. Explain advice simply

Rewrite the legal advice below for a client with no legal training: plain English, short sentences, a clear recommendation and next steps. Keep every important qualification.

[advice]

82. Bad news email

Draft an honest, empathetic email telling a client that [bad news], what it means and the options from here. Avoid blame and jargon.

83. Engagement letter summary

Summarise the engagement letter below for the client: scope, what is excluded, fees, billing and how to raise concerns.

[letter]

84. Status update

Write a short matter status update for [client]: what happened since the last update, what is next, any decisions needed, and expected costs.

85. Fee explanation

Explain the attached invoice to a client who has questioned it, clearly and without defensiveness, describing the work done.

[invoice details]

86. Meeting agenda

Draft an agenda for a client meeting about [matter], with decisions needed and documents the client should bring.

87. FAQ for clients

Create a client FAQ for [matter type] covering process, timeline, costs and what the client needs to do. Keep answers general and accurate.

88. Translate tone

Rewrite the email below so it is firm but courteous, removing anything that sounds emotional or could be misread.

[email]

Practice management & marketing

89. Article outline

Outline a practical article for [audience] about [legal topic], with a headline, five sections and a call to action. Avoid giving specific legal advice.

90. LinkedIn post

Write a LinkedIn post about [development] for [audience]: a hook, three practical takeaways, and a question to invite discussion. Under 200 words, no hype.

91. Website practice page

Draft a practice-area web page for [practice area] in [city], explaining who we help, common problems, how we work and how to contact us. Comply with attorney advertising norms; no guarantees.

92. Intake script

Draft a phone intake script for [practice area] that captures key facts, conflicts information and urgency, and sets expectations.

93. Process documentation

Turn the description below into a step-by-step standard operating procedure with roles and checklists.

[description]

94. Firm AI policy outline

Outline an AI use policy for a [size] law firm covering approved tools, confidentiality, verification, supervision, billing, client communication and incidents.

95. Client feedback survey

Create a short client feedback survey (8 questions) for the end of a matter.

96. Newsletter

Draft a client newsletter on [topics] with short sections, plain language and a clear disclaimer that it is not legal advice.

Paralegal & admin

97. Document index

Create a document index from the file list below: number, date, document type, author, recipient and short description.

[list]

98. Medical records summary

Summarise the medical records below into a chronology: date, provider, complaint, diagnosis, treatment and page reference. Do not interpret medically.

[records]

99. Deadline extraction

Extract all dates and deadlines from the document below into a table with the action required and the source line. I will verify against court rules.

[document]

100. Correspondence draft

Draft a short letter to [recipient] requesting [documents/information] by [date], citing the reason in general terms.

101. Proofread for consistency

Proofread the document below for typos, inconsistent defined terms, numbering errors and formatting issues. List each with its location.

[document]

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