



HOW LEGAL IT PROFESSIONALS SHOULD PROMPT AI

A simple framework for safer, more useful AI results in law firms.

THE 4 PARTS OF A STRONG PROMPT

ROLE

Who should the AI act as?

Example:

“Law firm IT security advisor”

INSTRUCTIONS

What do you want it to do?

Example:

“Summarize this incident for firm leadership”

CONSTRAINTS

What rules must it follow?

Example:

- Plain English
- No client names
- Max 150 words

RESOURCES

What should it use?

Example:

- Firm policies
- Past emails
- System details

DISSECTING A STRONG PROMPT

Role: You are a law firm IT or security expert

Task: Create <<<what you need>>> using <<<your content>>>

Constraints:

- Audience: Attorneys / IT / Leadership
- Format: Email / Checklist / Summary
- No invented facts or sources
- Note assumptions if info is missing

Resources:

- Firm policies
- Vendor documentation
- Prior examples

LEGAL IT PROMPT EXAMPLES

EMAIL TO ATTORNEYS

- **Role:** Security communications expert
- **Task:** Explain MFA changes
- **Constraint:** Non-technical, calm tone

IT RUNBOOK

- **Role:** Senior systems engineer
- **Task:** Turn ticket notes into steps
- **Constraint:** Checklist format

VENDOR RISK SUMMARY

- **Role:** Vendor risk analyst
- **Task:** 1-page leadership summary
- **Constraint:** High-level, no jargon

SMART CONSTRAINTS FOR LAW FIRMS

No client or matter data

No guessing or fake citations

Clear audience and tone

Defined length and format

Flag unknowns clearly



ALWAYS VERIFY AI OUTPUT

AI CAN SOUND CONFIDENT – AND STILL BE WRONG

Before sending or using AI-generated content:

- ✓ Review it
- ✓ Validate it
- ✓ Sanity-check it

5-STEP HALLUCINATION CHECK

STEP 1

STOP

Does this impact security, compliance, or clients?

STEP 2

TWO SOURCES

Confirm with vendor docs + internal policies

STEP 3

STRESS-TEST

Does this impact security, compliance, or clients?

STEP 4

RED FLAGS

Overconfidence • Fake citations • Vague steps

STEP 5

FINAL REVIEW

Re-read emails and instructions before sending

— Treat AI output like a *first draft* – not the *final authority*. —