



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.