

# 10 Starter AI Prompts for Legal Professionals

Explore controlled drafting and organization tasks while keeping professional judgment in charge.

**AI drafts. Legal professionals verify and decide.**

## A controlled starting point

AI may help legal professionals organize information and create preliminary drafts. These prompts are early educational material and have not completed practitioner validation. No performance, compliance, or time-saving outcome is claimed.

Practitioner validation in progress - 2026

# Before using these prompts

- Use only AI systems approved by your organization.
- Never enter confidential, privileged, sealed, or personally identifiable information unless expressly authorized and adequately protected.
- Replace identifying details with neutral placeholders whenever possible.
- Treat every output as an unverified first draft.
- Independently verify all facts, quotations, citations, dates, jurisdictions, and legal authorities against primary sources.
- Apply applicable law, professional-conduct rules, court rules, client instructions, and firm policy.
- A qualified legal professional must review and approve every final work product.

Carbon & Silicon AI Ventures is not a law firm, and its founder is not a lawyer. This preliminary guide is general educational material. It is not legal advice, does not create an attorney-client relationship, and does not replace qualified counsel or jurisdiction-specific professional judgment.

## 1. Meeting preparation brief

Using only the nonconfidential information below, prepare a concise meeting-preparation brief. Organize it into: objective, known facts, open questions, documents to review, decisions required, and proposed next steps. Do not infer missing facts or provide legal conclusions. Clearly label assumptions and information requiring verification.

Matter type: [GENERAL MATTER TYPE]

Meeting purpose: [PURPOSE]

Nonconfidential background: [BACKGROUND]

Known deadlines: [DEADLINES]

## 2. Client follow-up draft

Draft a clear, professional client follow-up email based only on the approved notes below. Summarize the discussion, list agreed actions, identify responsible parties, and state known deadlines. Do not add legal advice, predictions, promises, facts, or deadlines that are not supplied. Mark any unclear item with [VERIFY].

Approved notes: [NOTES]

Desired tone: [TONE]

Next steps: [NEXT STEPS]

### 3. Matter chronology

Convert the nonconfidential events below into a chronological table with these columns: date, event, people or organizations involved, source, significance for review, and verification status. Preserve uncertainty, identify conflicting dates, and do not fill factual gaps.

Events and sources: [NONCONFIDENTIAL INFORMATION]

### 4. Document-review framework

Create a neutral review framework for the document described below. Include: document purpose, parties, defined terms, obligations, deadlines, approval requirements, termination provisions, risk questions, missing information, and items requiring attorney review. Do not interpret enforceability or give a legal conclusion.

Document type: [DOCUMENT TYPE]

Business context: [NONCONFIDENTIAL CONTEXT]

Review priorities: [PRIORITIES]

## 5. Plain-language explanation

Rewrite the approved legal information below in clear, plain language for a nonlawyer audience. Preserve the original meaning and qualifications. Do not add advice or omit material limitations. After the draft, provide a list titled 'Items a legal professional should verify.'

Approved source text: [TEXT]

Intended audience: [AUDIENCE]

Reading level or tone: [PREFERENCE]

## 6. Internal checklist

Turn the approved process below into a step-by-step internal checklist. For each step, identify the responsible role, required input, expected output, approval point, and record to retain. Add explicit checkpoints for confidentiality, conflicts, factual verification, citation verification, and final professional approval. Do not invent requirements.

Approved process: [PROCESS]

Team roles: [ROLES]

## 7. Intake-question organizer

Organize the approved intake information below into: established facts, client statements, missing documents, unanswered questions, dates to confirm, potential conflicts to check, and issues requiring legal review. Do not diagnose claims, predict outcomes, or recommend a legal strategy.

Approved intake information: [NONCONFIDENTIAL OR AUTHORIZED INFORMATION]

## 8. Educational-content first draft

Draft general educational content about the topic below for [AUDIENCE]. Use a measured, informative tone. Do not provide individualized legal advice, create an attorney-client relationship, guarantee outcomes, or cite authorities that have not been supplied and verified. Include a short general-information disclaimer and a list of statements requiring professional review.

Topic: [TOPIC]

Verified source material: [SOURCES]

Desired format: [ARTICLE, FAQ, EMAIL, OR POST]

## 9. Compare approved drafts

Compare the two approved drafts below without deciding which legal position is correct. Identify differences in scope, definitions, obligations, deadlines, remedies, assumptions, tone, and missing information. Present the results in a table and flag every point requiring legal review.

Draft A: [TEXT]

Draft B: [TEXT]

## 10. Quality-control review

Perform a quality-control review of the draft below. Do not rewrite it yet. Identify: unsupported statements, ambiguous language, inconsistent terms, missing dates, unverified facts, unverified authorities, confidentiality concerns, jurisdiction-specific issues, promises or guarantees, and items requiring professional judgment. Conclude with a prioritized verification checklist.

Draft: [TEXT]

Intended use: [USE]

Jurisdiction, if applicable: [JURISDICTION]

## The operating rule

# AI drafts. Legal professionals verify and decide.

The objective is not to delegate professional responsibility. It is to explore whether selected, low-risk drafting and organization tasks can be supported while preserving confidentiality, accuracy, accountability, and human judgment.

## Validation status

These prompts remain under practitioner review and bounded testing. The paid Legal implementation offer is paused while that work continues.

[READ THE LEGAL RESEARCH STATUS ->](#)

Preliminary educational material only. Carbon & Silicon AI Ventures is not a law firm. Legal professionals and organizations remain responsible for confidentiality, privilege, supervision, deadlines, citations, filings, compliance, and final work product.