ChatGPT & Claude Prompts for Law Firms

A practical starter library of AI prompts for intake, drafting, client comms, and practice admin

Direct answer: what can a law firm actually use ChatGPT or Claude for?

Safely: drafting first-cut correspondence, summarising documents you paste in, turning legalese into plain-English client updates, building intake questionnaires and matter checklists, and drafting marketing copy. A lawyer must review anything that goes to a client or a court. Do not paste privileged or confidential client material into public AI tools — the value is in the prompt structure, not in handing over the facts of a live matter.

1. Client intake & onboarding

Use these to prepare intake questions and structure the first conversation. Fill in the placeholders before you run each prompt.

New-matter intake questionnaire

```
Draft a client intake questionnaire for a new [matter type] matter. Group
the questions into sections (parties, background, key dates, documents to
collect, desired outcome, budget expectations). Keep questions in plain
English a non-lawyer can answer. Flag any questions where the answer would
change which area of law applies.
```

Conflict-check prompt list

```
List the pieces of information I should collect from a prospective client
named [client name] before I can run a conflict check for a [matter type]
matter. Include related parties, corporate entities, and adverse parties I
should ask about. Output as a checklist.
```

Engagement-letter first draft

```
Draft a plain-English engagement letter outline for a [matter type] matter.
Include scope of work, what is excluded, fee basis, how we communicate, and
what we need from the client. Leave clearly marked placeholders for fee
figures and dates. This is a first draft for a lawyer to review, not a final
letter.
```

First-meeting agenda

```
I have a first meeting with [client name] about a [matter type] issue. Draft
an agenda that covers understanding their goals, the key facts I need,
likely next steps, and how fees and timelines work. Keep it to one page.
```

2. Drafting & correspondence (first cuts only)

Treat every output here as a starting point a lawyer edits — never as finished work product.

Letter to the other side

```
Draft a first-cut letter to the other party in a [matter type] matter. The key facts are: [key facts]. The outcome I am seeking is: [desired outcome]. Keep the tone firm but professional. Mark any place where I need to insert a specific date, figure, or legal citation. I will review and finalise this myself.
```

Clause plain-language rewrite

```
Rewrite the following clause in plainer language while keeping its legal effect the same. Then list, as bullet points, anything that is now ambiguous and would need a lawyer to confirm: [paste clause].
```

Email to a difficult counterparty

```
Draft a calm, non-escalating email responding to the message below. Do not concede any legal position. Keep it short, keep options open, and suggest a phone call. Message to respond to: [paste message].
```

File note from rough notes

```
Turn my rough notes below into a structured file note with headings (attendees, purpose, discussion, decisions, action items with owners). Do not add facts I did not write. Rough notes: [paste notes].
```

3. Document summarising & review prep

Paste in documents you are entitled to share and want summarised. Keep genuinely sensitive client material out of public tools.

Summarise a long document

```
Summarise the document below for a busy lawyer. Give me: a three-sentence overview, the key obligations of each party, the important dates and deadlines, and the three things most likely to cause a dispute. Document: [paste document].
```

Compare two versions

```
Compare version A and version B of the text below and list every substantive
change (not formatting). For each change, note in one line why it might
matter. Version A: [paste]. Version B: [paste].
```

Issue-spotting checklist

```
I am reviewing a [matter type] document. Based on the text below, list the
issues and questions I should check before advising my client. Frame them as
questions, not conclusions, so I do my own analysis. Text: [paste document].
```

Chronology from a document bundle

```
Build a dated chronology of events from the material below. One row per
event: date, what happened, source. Flag any events where the date is
unclear. Material: [paste].
```

4. Client communication & updates

Use these to translate legal work into updates clients understand — then check the substance before sending.

Plain-English matter update

```
Write a short, reassuring update to [client name] explaining the current
status of their [matter type] matter in plain English. Key developments:
[key facts]. Next step and who does it: [next step]. Avoid legal jargon;
keep it to a few short paragraphs.
```

Explaining a delay

```
Draft a message to [client name] explaining that their matter is delayed
because of [reason], what it means for the timeline, and what happens next.
Be honest and calm, not defensive. Do not promise a date I have not given
you.
```

Answering a common client question

```
A client asked: [paste question]. Draft a clear, plain-English answer at a
general level, and add a sentence noting that specific advice depends on
their circumstances and I will confirm. Do not state anything as definitive
legal advice.
```

Deadline reminder to a client

```
Draft a friendly but clear reminder to [client name] that we need [what you need] from them by [deadline] to keep their matter on track. Explain briefly what happens if we miss it.
```

5. Practice admin, marketing & knowledge

For internal and marketing work where no client confidences are involved, these save the most time.

Matter checklist / procedure

```
Create a step-by-step procedure checklist for handling a standard [matter type] matter from intake to closure. Include the documents to collect, the checkpoints where a partner should review, and the standard client touchpoints along the way.
```

Blog or article draft

```
Draft a 600-word plain-English article for our firm's website explaining [legal topic] to small-business owners. Educational tone, no specific advice, and a closing line inviting readers to get tailored advice. I will review it for accuracy before publishing.
```

FAQ from a topic

```
Write eight frequently-asked questions and short plain-English answers about [legal topic] for prospective clients. Keep answers general and add a note that individual circumstances vary.
```

Meeting-to-tasks converter

```
From the meeting notes below, produce a clean action list: task, owner, due date, and matter reference. Separate items that need a lawyer's sign-off from routine admin. Notes: [paste notes].
```

> **Professional responsibility comes first**
>
> Do not paste privileged or confidential client information into public AI tools like the free versions of ChatGPT or Claude — you cannot control where that data goes, and it may breach your state bar rules on confidentiality and competence.
>
> A lawyer must review anything sent to a client or filed with a court. AI drafts; a human decides. Use these prompts to prepare and accelerate work, not to replace your professional judgement or your duty of confidentiality.

When prompting isn't enough

Prompting is manual and one-at-a-time. You copy the facts in, you copy the draft out, you paste it into the right system, and you do it again for the next matter. It is a genuine help for a lawyer working on one thing — but it is a personal-productivity habit, not a firm workflow.

When the same intake, drafting, or client-update workflow repeats every day, the copy-paste starts costing more than it saves — and it is exactly where confidential material tends to end up in the wrong tool. At that point you do not want a better prompt; you want the workflow automated inside your own systems, with a lawyer's sign-off built into the step that goes to a client or a court.

That is what SG1 builds. The automation runs inside your own Microsoft 365 tenant on private Azure AI that is never trained on your data, every step keeps a human in the loop with an audit trail, and we start with a scoped pilot on one workflow rather than a firm-wide rollout. If you have found the same prompt useful enough to run it by hand every day, that is the signal it is worth automating properly.