



Using AI before you send something to your lawyer

AI can save you money on legal work, or it can cost you more. It depends on what you send. Use it to organize your thinking, then send me the short version.

7 rules

1. **Read it before you send it.** If you wouldn't say it on a call, cut it.
2. **Tell me when AI helped.** One line is enough. Your engagement agreement asks for it.
3. **Tell me what you want.** Say which part bothers you and what you'd rather have.
4. **Keep it short.** Aim for under 200 words in a first message, and about a page (10 ranked items at most) for contract feedback.
5. **Check AI legal analysis with me first.** AI still invents cases and misstates laws.
6. **Describe the outcome. Let me write the clause.** AI-rewritten clauses often break defined terms elsewhere.
7. **Watch what you paste in.** Check any NDA before pasting the other side's contract. Use a paid account with training off. Don't paste my advice into a chatbot: a federal court ruled in 2026 that a client's AI-generated case documents were not privileged.

Reviewing AI-generated material is billed hourly, even on flat-fee work. These prompts are how you avoid that.

Prompt 1: Your first message to the firm

I'm contacting a lawyer for the first time. Rewrite my message below into a short inquiry, under 200 words, with these parts:

- Who I am: my name, my company (if any), and what we make
- What I need: 1 or 2 sentences
- Why now: any deadline or event driving this
- Who else is involved: the other party, if there is one
- What I already have: contracts, filings, drafts, or other documents

Rules:

- Plain sentences only. No legal analysis, no case citations, and no background on how the law works.
- Do not invent details. If something is missing, ask me before you write it.

My message:

[PASTE YOUR DRAFT HERE]

Prompt 2: Feedback on a contract

Paste in everything: your notes, the AI's analysis, all of it. The prompt does the trimming.

I'm about to send my lawyer feedback on a contract. Below is everything I have so far, including my notes and any AI analysis. Turn it into a short summary my lawyer can act on quickly. Follow these rules exactly.

Output only these 3 sections, in this order:

- A. DEAL CONTEXT (3 sentences max): who the other party is, what the deal is, and any deadline.
- B. CHANGES I WANT (numbered, 10 items max, most important first). For each item:
 - Section: the section number and heading from the contract
 - What bothers me: 1 plain-English sentence
 - What I want instead: 1 sentence describing the outcome I want. Do not write contract language.
 - Priority: Must-have, Nice-to-have, or Can give up
- C. QUESTIONS FOR MY LAWYER (5 max, 1 sentence each)

Rules:

1. Cut anything that only explains what a clause means, says a clause is standard or fine, or repeats another item.
2. Do not cite cases, statutes, or regulations. If you think a law matters, turn it into a question in section C.
3. Do not rewrite or redraft any contract language.
4. If an item depends on a business fact you don't know (my budget, my timeline, what I've already agreed to verbally), ask me before you include it. Do not guess.
5. Keep the whole response under 400 words.
6. Start the response with this line: "Prepared with AI assistance."

My material:

[PASTE EVERYTHING HERE]

Before you hit send: read every item. Delete anything you don't actually care about. If the AI asked you questions, answer them and run it again.

Copy-paste versions and an example: legalmoveslawfirm.com/working-with-ai