ChatGPT for Lawyers
30 Smart Prompts to Enhance Your Practice

Content Creation Prompts:

1. **Blog Post Outline:**
   "Create a blog post outline on [legal topic] that covers the main points a lawyer should consider."
2. **Email Template:**
   "Generate a professional email template to update a client about a court date reschedule."
3. **Newsletter Introduction:**
   "Write a 150-word introduction for a legal newsletter that explains recent changes in [specific law]."
4. **Social Media Post:**
   "Create a LinkedIn post about [legal service or topic] that encourages clients to schedule a consultation."
5. **Video Script for Legal Tips:**
   "Draft a 1-minute video script providing quick legal tips on [area of law]."

Client Communication Prompts:

6. **FAQ Responses:**
   "Write a brief response to a client who asks, 'How long will my divorce case take?'"
7. **Client Update:**
   "Generate a concise update for a client about the status of their case, explaining recent developments."
8. **Onboarding Email:**
   "Draft a welcome email for new clients, explaining what they can expect from the legal process."
9. **Client Intake Form:**
   "Create a list of 20 essential questions to include in a client intake form for [specific type of law]."
10. **Follow-up Reminder:**
    "Write a friendly reminder email to a client who hasn't provided the requested documents yet."

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Document Drafting Prompts:

11. **Legal Memo Draft:**
    "Create a first draft of a legal memo summarizing the key issues in a breach of contract case."
12. **Client Letter Template:**
    "Generate a formal letter to request additional documentation from a client for their case."
13. **Contract Template:**
    "Draft a simple contract for a small business providing [specific service]."
14. **Legal Summary:**
    "Summarize the main points of a recent court ruling related to [legal topic] in 300 words."
15. **Demand Letter Template:**
    "Write a demand letter for a client seeking compensation for property damage."

Legal Research Prompts:

16. **Summarize Case Law:**
    "Summarize the main points of [specific legal case] and its impact on [related law]."
17. **Find Relevant Case Examples:**
    "List three important cases related to [legal topic] that would be useful for a [case type] argument."
18. **Explain Legal Terms:**
    "Translate the legal term 'estoppel' into plain language for a client unfamiliar with legal jargon."
19. **Statutory Summary:**
    "Summarize the key points of [specific statute or regulation] and how it applies to [client's situation]."
20. **Legal Argument Draft:**
    "Draft a preliminary legal argument for a motion to dismiss based on lack of jurisdiction."

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Efficiency and Automation Prompts:

26. **Task List:**
    "Create a prioritized to-do list for a lawyer handling a busy caseload in family law."
27. **Meeting Summary:**
    "Summarize the key takeaways from a meeting with a client discussing [specific legal issue]."
28. **Client Follow-Up Checklist:**
    "Generate a checklist for following up with clients after a court appearance, ensuring all next steps are clear."
29. **Time-Management Tips:**
    "Provide three tips for lawyers to better manage their time when juggling multiple cases."
30. **Automated Response for New Inquiries:**
    "Write an automated response for new client inquiries that explains the firm's services and offers to schedule a consultation."

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Important Warnings

1. ***Don't Rely Solely on ChatGPT:*** *While ChatGPT is a powerful tool, it is not a substitute for professional legal judgment or comprehensive research. Always review and verify the AI-generated content for accuracy and compliance with legal standards. Relying exclusively on AI without professional oversight could lead to errors or omissions that may affect your practice and clients.*
2. ***Avoid Entering Sensitive Information:*** *Never input confidential or sensitive client information into ChatGPT or any AI tool. Protect your clients' privacy by keeping personal, financial, or case-specific details secure and never sharing them in AI interactions. Use AI for drafting and brainstorming, but handle all sensitive information through secure, professional channels.*

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