

10 AI Prompts Legal Professionals Can Safely Use This Week

A Practical, Beginner-Friendly Guide to Using AI in Your Daily Work

Introduction

AI does not need to be overwhelming.

Legal professionals do not need to start with complicated automations, expensive software, or risky shortcuts. The best place to begin is with everyday business, administrative, training, communication, and marketing tasks that do not require legal judgment and do not involve entering confidential client information.

This guide gives you 10 practical prompts you can use this week to save time, improve communication, and start getting comfortable with AI in a thoughtful, responsible way.

Before You Use These Prompts

Important Guidelines

- Do not enter confidential client information, privileged communications, Social Security numbers, financial account numbers, medical records, full case facts, or anything you would not want shared outside your firm.
- Use AI for support, structure, brainstorming, drafting, editing, organizing, and training.
- Do not use AI as a replacement for attorney judgment, legal advice, legal research verification, or final review.

A Simple Rule of Thumb

Use AI to help you think, draft, organize, and improve.

Do not use AI to decide, advise, file, or finalize without human review.

1. Turn Rough Notes Into a Professional Email

Use this when: You need to send a clear email to a client, attorney, team member, or vendor, but your notes are messy.

Prompt:

Please turn the following notes into a clear, professional email. Keep the tone polite, direct, and easy to understand. Do not add legal advice or facts that are not included in my notes.

Notes:

[Paste your non-confidential notes here]

2. Make a Client Email Easier to Understand

Use this when: You have an email that feels too long, too legalistic, or too confusing.

Prompt:

Please rewrite this email so it is easier for a client to understand. Keep it professional, warm, and clear. Do not change the meaning. Do not add legal advice. Keep the message organized and concise.

Email:

[Paste the email here]

3. Create a Document Request Checklist

Use this when: You need to ask a client for documents or information.

Prompt:

Please turn the following document requests into a clear checklist for a client. Group similar items together, use plain language, and make it easy for the client to understand what is needed. Do not add legal advice.

Document requests:

[Paste the list here]

4. Draft a Follow-Up Email for Missing Information

Use this when: A client has not provided requested documents or information.

Prompt:

Please draft a polite follow-up email reminding the client that we are still waiting on the items listed below. Keep the tone friendly but clear. Ask them to send the items as soon as possible or let us know if they have questions.

Missing items:

[Paste missing items here]

5. Summarize a Long Internal Update

Use this when: You need to turn a long update into a shorter summary for an attorney or team member.

Prompt:

Please summarize the following internal update into a short, organized status report. Include what has been completed, what is still pending, and any items that need follow-up. Do not add facts that are not included.

Update:

[Paste non-confidential update here]

6. Create a Weekly Status Email Template

Use this when: You send recurring updates to attorneys, managers, or clients.

Prompt:

Please create a weekly status email template for a legal support team. Include sections for completed work, pending items, client follow-up needed, attorney review needed, upcoming deadlines, and notes. Keep it clean and easy to reuse.

7. Improve a Social Media Post

Use this when: You have a rough LinkedIn, Facebook, or Instagram post and want it to sound better.

Prompt:

Please improve the following social media post for a legal professional audience. Make it clear, engaging, and professional. Keep my original meaning, but make the writing stronger. Do not make exaggerated claims.

Post:

[Paste your draft here]

8. Brainstorm Educational Content Ideas

Use this when: You need ideas for posts, emails, videos, webinars, or newsletters.

Prompt:

Please give me 10 educational content ideas for a legal professional audience about [topic]. The ideas should be practical, beginner-friendly, and focused on helping attorneys, paralegals, or law firm teams understand the topic better.

Topic:

[Insert topic here]

9. Create a Training Outline for Staff

Use this when: You need to train a paralegal, assistant, intake specialist, or admin team member.

Prompt:

Please create a simple training outline for a legal support team member learning how to handle the following task. Break it into steps, include common mistakes to avoid, and include a short checklist at the end.

Task:

[Insert task here]

10. Make a Process Easier to Follow

Use this when: You have a workflow that needs to be turned into a clear process.

Prompt:

Please turn the following workflow into a clear step-by-step process. Organize it in the correct order, make the language simple, and include a checklist version at the end. Do not add legal advice or assume facts that are not included.

Workflow:

[Paste workflow here]

A Simple Way to Start This Week

- Choose one low-risk task
- Try one prompt
- Review the result carefully
- Edit it in your own voice
- Save the final version as a reusable template

That is how legal professionals can start using AI without making it complicated.

AI is not here to replace legal judgment. It is here to help with the repetitive, time-consuming work that keeps legal professionals from focusing on higher-value tasks.

Ready for More?

The **AI Starter Kit for Legal Professionals** includes:

- A beginner-friendly AI tool guide
- A vendor review checklist
- A larger prompt library
- Practical guidance for safe, effective AI use

Start using AI with more confidence and clarity.

Get the AI Starter Kit here:

<https://www.propelparalegal.com/propelai>

Created for legal professionals who want practical, responsible ways to start using AI today.