



PRACTICAL SWIPE FILE

# 15 AI Prompts Every Small Firm Should Steal

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Copy-paste prompts that turn a general AI assistant into a useful associate — for research, drafting, client communication, and practice management. Built for solo and small-firm attorneys, with the guardrails that keep you out of trouble.

## BEFORE YOU START

## Use AI like a careful associate

### 🛡️ Four rules before you paste anything

- ✓ **Never paste privileged or client-identifying detail** into a consumer AI tool that may train on your inputs.
- ✓ **Treat every output as a first draft.** Verify all citations and law — general AI tools invent cases.
- ✓ **You own the work product.** AI assists; the licensed attorney reviews, edits, and signs off.
- ✓ **Check your jurisdiction's AI & ethics guidance** before relying on any tool in client work.

## RESEARCH &amp; ANALYSIS

01

### Issue-spot a fact pattern

Act as a senior attorney in [practice area]. Here is a client fact pattern: [facts]. List the legal issues it raises, the elements I must prove for each, and the questions I still need answered. Do not predict an outcome.

**When to use:** Fast first pass on a new matter before you dive into research.

02

### Summarize a long document

Summarize the attached [contract / opinion / deposition] in plain English. Give me: (1) a 5-bullet summary, (2) the key obligations or holdings, and (3) anything unusual or risky I should flag.

**When to use:** Triaging a long PDF you have to review quickly.

03

### Plain-English explainer for a client

Rewrite this legal concept for a client with no legal background, at an 8th-grade reading level, in under 150 words: [concept]. Keep it accurate and neutral; do not give advice.

**When to use:** Client emails, intake follow-ups, and FAQ content.

## DRAFTING

04

### First draft from your own template

Using the style and structure of the template I am pasting below, draft a [demand letter / engagement letter] for these facts: [facts]. Mark every assumption you make in [brackets] for my review.

**When to use:** Killing the blank page on routine documents.

05

### Tighten and de-jargon a draft

Edit the following passage for clarity and concision without changing its legal meaning. Flag any sentence that is ambiguous or could be read two ways: [text].

**When to use:** Polishing briefs, letters, and web copy.

## LITIGATION PREP

06

### Build a deposition / interview outline

I am preparing to [depone / interview] a [role] about [topic]. Draft a logical outline of question areas, from background to the key disputed facts, and note where I should follow up if the answer is evasive.

**When to use:** Prep work you can refine instead of starting cold.

07

### Discovery request brainstorm

For a [matter type] dispute with these facts [facts], list categories of documents and information I should request in discovery, and why each matters. Do not draft formal requests yet.

**When to use:** Making sure you do not miss a category.

## CLIENT COMMUNICATION & INTAKE

08

### Respond to a new lead in your voice

Draft a warm, professional reply to a prospective client who submitted this inquiry: [inquiry]. Confirm we received it, set expectations on next steps and timing, and invite them to book a consultation. Do not give legal advice.

**When to use:** After-hours and overflow lead responses.

09

### Turn a consult into a follow-up summary

Based on these consultation notes [notes], draft a follow-up email to the client summarizing what we discussed, the next steps, and what I need from them. Neutral tone, no new advice.

**When to use:** Closing the loop after every consult.

10

### Explain your fees clearly

Rewrite our fee arrangement into a short, plain-English summary a client can understand: [fee terms]. Be transparent and avoid jargon.

**When to use:** Engagement letters and intake calls.

## PRACTICE MANAGEMENT &amp; MARKETING

11

**Draft an SOP for a recurring task**

Write a step-by-step standard operating procedure for [task, e.g. opening a new matter] that a new paralegal could follow without supervision. Number each step.

**When to use:** Documenting how your firm actually runs.

12

**Plan a month of content**

Suggest 8 blog or FAQ topics that prospective [practice area] clients in [region] actually search for. For each, give a headline and one sentence on what to cover. Keep claims accurate and non-promissory.

**When to use:** Filling your marketing calendar with useful topics.

13

**Repurpose one answer into many formats**

Take this answer to a common client question [answer] and repurpose it into: a short FAQ entry, a LinkedIn post, and a one-line email subject. Keep it accurate and avoid guaranteeing outcomes.

**When to use:** Getting more mileage from work you already did.

14

**Prep for a difficult client conversation**

Help me prepare to deliver this difficult news to a client: [situation]. Suggest how to open, what to emphasize, and how to keep it factual and supportive without overpromising.

**When to use:** High-stakes calls where tone matters.

15

**Audit a document for missing pieces**

Review this [agreement] and list what a careful attorney would expect to see that appears to be missing, unclear, or internally inconsistent: [text]. This is a checklist, not legal advice.

**When to use:** A second set of eyes before anything goes out.

**The safer way to run these:** prompts 01–15 work best when the AI can read **your firm's own files** — and answer with a citation back to the source. Embido's **Internal Legal Assistant** does exactly that: grounded in your documents, every answer cited, drafts marked "attorney review required," and it never trains on your data. Start free at [embido.com](https://embido.com).