



Presents

Power Prompting: Unlocking AI's Potential Through Workflows

October 15, 2026
1:00 pm - 2:00 pm

Presenters: Anna Casey, Esq.
Aanchel Shah, Esq.

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POWER PROMPTING

Unlocking AI's Potential through Workflows

2026

FIRST UP:

AGENDA

When It Makes Sense to Adopt AI

Prompting Fundamentals: What It Is and Why It Matters

Applying Prompting to Real-World Legal Workflows

AI Governance, Ethics, and Firm Policies

Signs It's Time to Start Using AI



Increasing workload with repetitive tasks

Rising client expectations for speed and efficiency

Competitive pressure from tech-savvy firms

Growing volume of data to analyze

Emerging AI tools tailored for legal workflows

Introduction to Generative AI



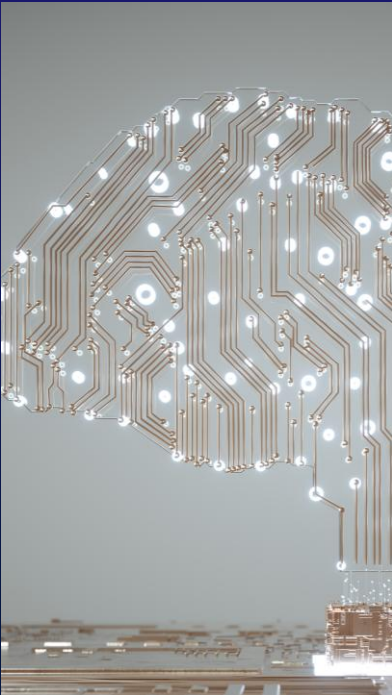
AI that creates content: text, images, code, etc.

Trained on massive datasets

Learns patterns, not facts

Can assist with drafting, summarizing, brainstorming

How Does Generative AI Actually Work?

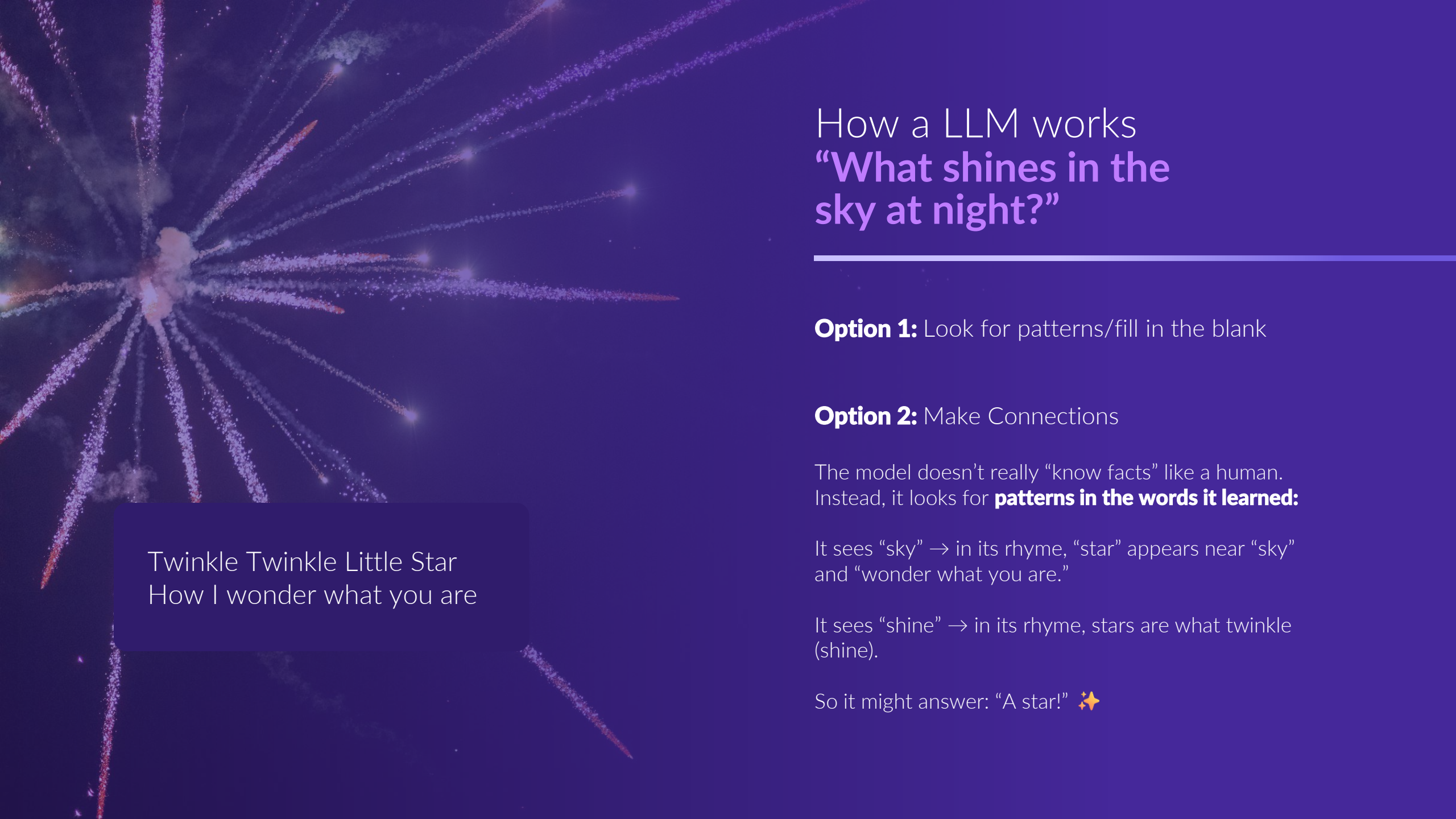


Predicts next word based on context

Uses neural networks and probability

Doesn't understand meaning—just patterns

Outputs are probabilistic, not deterministic



How a LLM works “What shines in the sky at night?”

Option 1: Look for patterns/fill in the blank

Option 2: Make Connections

The model doesn't really “know facts” like a human. Instead, it looks for **patterns in the words it learned:**

It sees “sky” → in its rhyme, “star” appears near “sky” and “wonder what you are.”

It sees “shine” → in its rhyme, stars are what twinkle (shine).

So it might answer: “A star!” ✨

Twinkle Twinkle Little Star
How I wonder what you are

What Is It Actually Doing?

- Synthesizing patterns from training data
- Generating responses based on prompts
- Not accessing real-time databases or legal sources
- Needs human oversight for accuracy

AI Tool	Web Access	Notes
ChatGPT (OpenAI)	Optional (Pro with Browsing)	GPT-4 can browse with plugin or Pro plan
Claude (Anthropic)	No	Relies on training data only
Gemini (Google)	Yes	Integrated with Google Search
Bing Chat (Microsoft)	Yes	Uses Bing search in real time
Perplexity AI	Yes	Cites sources from the web

General Vs. Legal LLMs

Higher Accuracy and Fewer Hallucinations

Better Alignment with Legal Tasks

Built in Guardrails

Why Prompting Matters

Prompts guide AI behavior

Clear, specific prompts = better results

Poor prompts = vague or inaccurate output

Prompting is a skill, not guesswork

What Makes a Good Prompt

Clear and specific

Includes context or role

Defines format or length

Uses examples when possible

What Makes a Bad Prompt



Vague or overly broad



No context or goal



Confusing or contradictory



Sensitive data in public tools

4 Ps for Powerful Prompting:

P #1

PRIME

Set the stage. Let the AI know what kind of task it's performing to give it direction and focus.

Examples

"You're reviewing a confidentiality clause from a commercial lease."

"This is an internal email about indemnification concerns."

Why it helps

Clarifies **document type, clause focus, and task purpose**

Narrows the domain and sets a clear tone

Helps Protégé avoid vague or overly generic summaries

4 Ps for Powerful Prompting:

P #2

PROMPT

This is the **core task**—what you want the AI to do. Clear, specific instructions lead to better results.

Examples

“You’re reviewing a confidentiality clause from a commercial lease.”

“This is an internal email about indemnification concerns.”

Why it helps

Clarifies **document type, clause focus, and task purpose**

Narrows the domain and sets a clear tone

Helps Protégé avoid vague or overly generic summaries

4 Ps for Powerful Prompting:

P #2

PROMPT

Strong verbs = **strong results.**

Tip

Start with a strong verb—
These lead to clear, usable
outputs.

list
explain
expand
rewrite
outline
identify
evaluate
simplify
summarize
clarify
organize
compare
highlight

4 Ps for Powerful Prompting:

P #3

PRODUCT

Tell the AI **what format** you want the answer in—bullet points, a summary, a timeline, etc

Examples

“Return your answer as a 3-bullet summary.”

“Explain this in plain language for a client.”

“Draft a client-facing email.”

“Generate a timeline based on this complaint.”

The clearer the structure you request, the more useful the result.

4 Ps for Powerful Prompting:

P #4

POLISH

Polish is the **tone**, **style**, or **formality** of your response—the final layer that shapes how it sounds.

Just like you'd speak differently to a partner vs. a client, you can guide the AI's voice.

Examples

“Keep the language client facing, professional but simple.”

“Use a neutral, analytical tone.”

You're not changing the content, just how it's packaged.

A small tweak can make your prompt more usable, shareable, and client-ready.

4 Ps in Action: *Good Prompt in Action*

✗ Instead of:

"Explain this clause in this contract"

✓ Try this:

"Summarize (PROMPT) what this limitation of liability clause (PRIME) means for our client."

What's Missing

PRODUCT

No format or structure specified

POLISH

No tone or audience guidance

Why it works as a Good Prompt

Moves beyond a vague request — focuses on a real clause

Sets a clear but basic task

Starts to narrow context (what it's about + who it's for)

Still needs more structure and direction

4 Ps in Action: Better Prompt in Action

✗ Instead of:

"Explain this clause in this contract"

✓ Try this:

"Highlight any one-sided terms in this limitation of liability clause (PRIME) and briefly explain how they could disadvantage our client (PROMPT)."

What's Missing

PRODUCT

No instruction on format (e.g., list, paragraph)

POLISH

No tone or audience guidance

Why it works as a Good Prompt

Adds analytical depth ("one-sided terms," "disadvantage")

Provides purpose and reasoning for the task

Strengthens focus, still open on structure and tone

4 Ps in Action: Best Prompt in Action

✗ Instead of:

"Explain this clause in this contract"

✓ Try this:

"For this limitation of liability clause (PRIME), identify any vague or one-sided language that may expose our client to risk (PROMPT). Return your response as a bulleted list (PRODUCT) using clear, professional language for an internal memo.(POLISH)"

Why it works as a Good Prompt

- Clear task
- Focused scope
- Structured format
- Polished tone

Common Prompting Pitfall - Legal Advice

✗ Prompt

“Does this clause comply with the applicable law?”

Crosses into legal advice

✓ Better Prompts

“Highlight any ambiguous or potentially risky terms.”

“Point out unclear language that might raise concerns.”

“Are there parts of this clause that need clarification before use?”

Stay analytical—not advisory.

Protégé helps you spot issues, not certify legal compliance.

Common Prompting Pitfall - Too Vague

✗ Prompt

"What do you think of this clause?"

Too vague; Not enough detail

✓ Better Prompt

"List any vague or one-sided terms in this clause"

✗ Prompt

"Explain this contract."

Too vague; no direction or goal.

✓ Better Prompt

"Identify any provisions in this vendor contract that could expose our client to liability and suggest risk-mitigation edits."

✗ Prompt

"Tell me about this statute."

Too vague; unclear what's needed (overview? application? history?)

✓ Better Prompt

"Explain how California Labor Code §1102.5 protects whistleblowers and summarize recent appellate decisions interpreting it."

Common Prompting Pitfall – Overloading Your Prompt

✗ Prompt

What do you think of this clause?"

Too vague; Not enough detail

✓ Better Prompt

"List any vague or one-sided terms in this clause"

✗ Prompt

Summarize this contract, highlight all risks, draft a client email, and write a motion outline."

Too many tasks at once = muddled results.

✓ Better Prompt

"Summarize this contract in 5 bullets."

"Highlight any risks or one-sided terms from the summary above."

"Draft a short client email explaining why these risks matter."

"Outline arguments for a potential motion related to these risks."

Applying Prompting to Legal Workflows & Agentic AI

A practical framework for transforming legal work with AI

Why This Matters

Legal work is structured, repeatable,
and rule-driven

Prompting becomes more
powerful when mapped to
workflows, not one-off questions

Why This Matters



Why This Matters

Prompting

Role + Task + Context + Instructions + Forms

Agentic Skills

Matter + Perspective + Goal + Priority

PreBuilt Skills

vs

Custom Skills

Pre-Built Skills
“vendor recipe”



**Custom Skills
or prompts**
“your recipe”

PreBuilt Skill

 Protégé

New conversation

Search conversations

WORK

Skills

Review tables New

Workflows

Workrooms

VAULTS

+ New Vault

Snow Shovelling

FWBlaw

Arbitration Samples

Deposition

See more

CONVERSATIONS

Fill in Template

Fill in Template

Shepardize this document

what are elements of breach of cont...

can i sue for punitive damages in ...

draft a table of authorities organ...

Go to Lexis+®

Switch product

AC Anna Casey

Skills Preview

Client: -None- ▾

Let's get to work...

Designed for multi-step tasks with visible planning and progress.

Select a skill from the menu or type "/"

+ Skills LexisNexis®

🗣️ ⬆️

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Processing Notice

Cookie Policy

is®

PreBuilt Skill

Fill In and Adapt Professional Services Agreement for Lawn Mowing

Client: -None- ▾

☆ Fill in Template and update the contract for lawn mowing instead of snow shoveling

✓ Plan generated ▾

Here's a structured workflow based on your request. Take a moment to review it.

You can **confirm** to continue, **propose changes**, or **cancel** your request.

Fill In and Adapt Professional Services Agreement for Lawn Mowing

1. Extract Term Sheet Data and Map to Agreement Placeholders

Analyze both documents to extract all field values from the Term Sheet and map them to the corresponding placeholders in the Professional Services Agreement, and identify all snow-shoveling-specific language requiring adaptation for lawn mowing.

2. Produce Completed Lawn Mowing Professional Services Agreement

Populate all template placeholders with Term Sheet values and update all snow-shoveling-specific language throughout the agreement to reflect lawn mowing services.

☆ confirm

 **Workflow steps** ^
0 of 2 steps completed
 Extract Term Sheet Data and Map to Agreement Placeholders
 Produce Completed Lawn Mowing Professional Services Agreement

 **Output** ▾
0 file(s) created

 **Context** ^
2 files added
 Snow_Shoveling_Term_... ⬇
 Snow_Shoveling_Profes... ⬇

Custom Skill

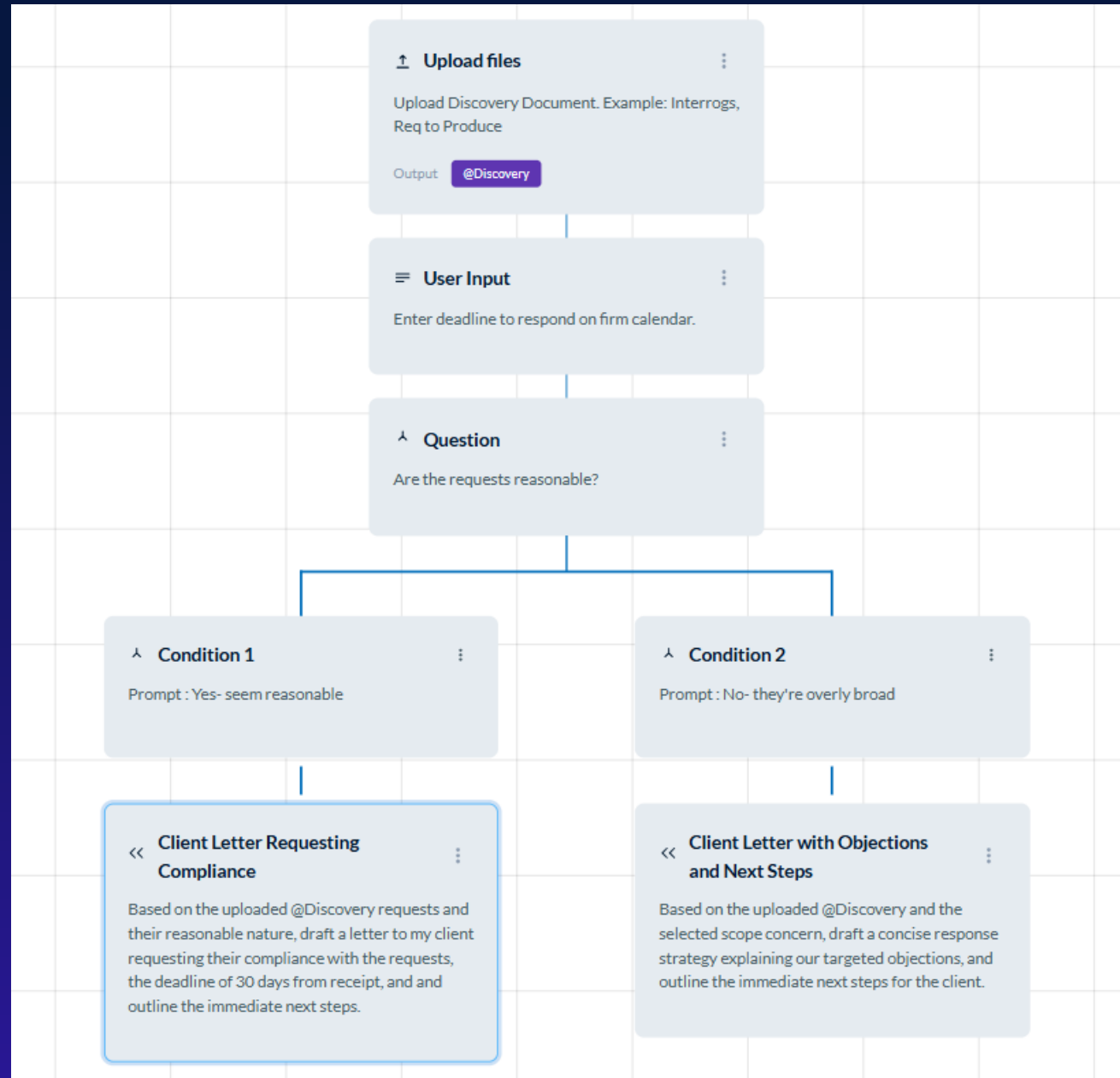
Pick a specific legal process:

- 1 Drafting a demand letter
- 2 Preparing a case chronology
- 3 Reviewing a contract
- 4 Summarizing a deposition
- 5 Analyzing discovery responses



Custom Skill





Custom Skill Experience



Summary This document provides detailed instructions for drafting professional and accurate responses to written discovery requests in legal proceedings. It emphasizes careful review of each request, original numbering, using only provided materials to answer, and avo...

[View more](#)

Discovery Response Skill Instructions

Purpose

Assist with drafting accurate, professional responses to written discovery requests using the documents and information provided by the user.

Instructions

When asked to respond to discovery:

1. **Review the discovery requests carefully.**
 - Identify each request, interrogatory, or request for admission.
 - Keep the original numbering and organization.
2. **Review the materials provided by the user.**
 - Use the uploaded documents, facts, and information to determine the appropriate response.
 - Do not invent facts or assume information that has not been provided.
3. **Draft a response to each request.**



Step 6: **Keep Humans in the Loop**

Keep Refining

Is the output consistent?

Are errors decreasing?

Does it save time?

Does it match firm writing standards?



Firm AI Policies

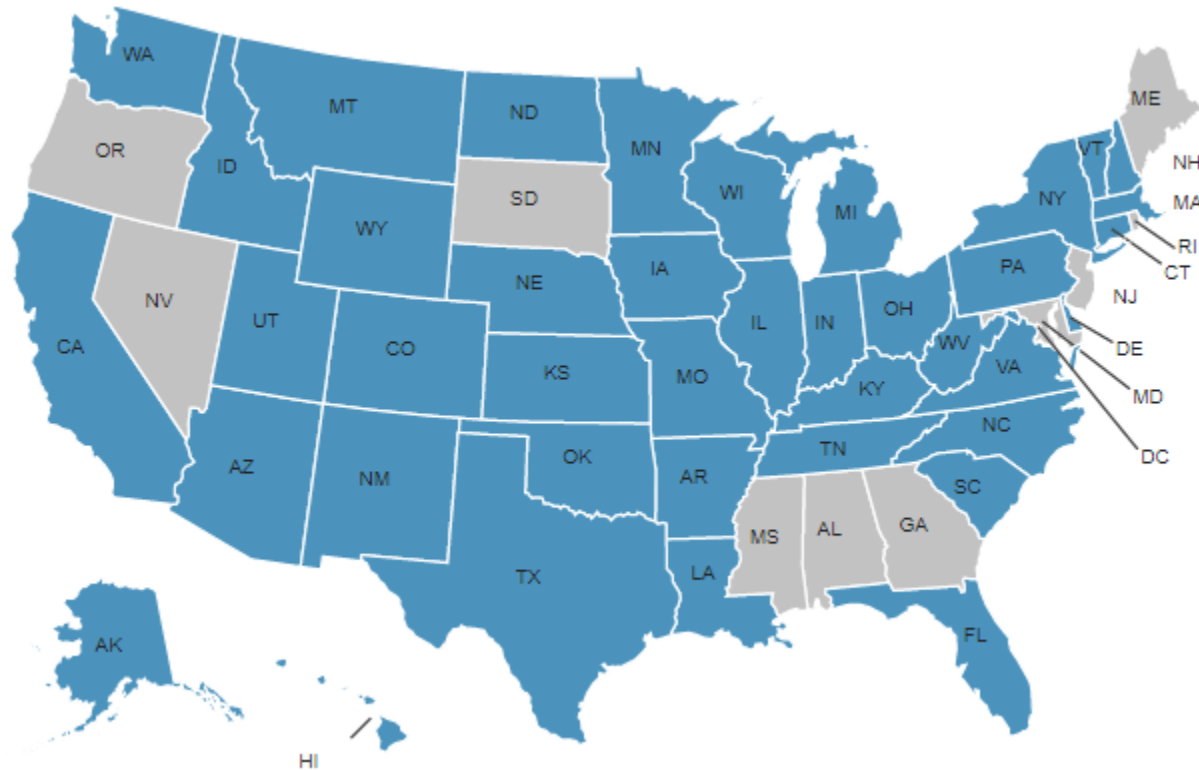


ABA Model Rule 1.1, Comment 8

- To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including benefits and risks associated with relevant technology.
- **40 States, including New York have adopted Comment 8**



40 States, including New York, have adopted Comment 8



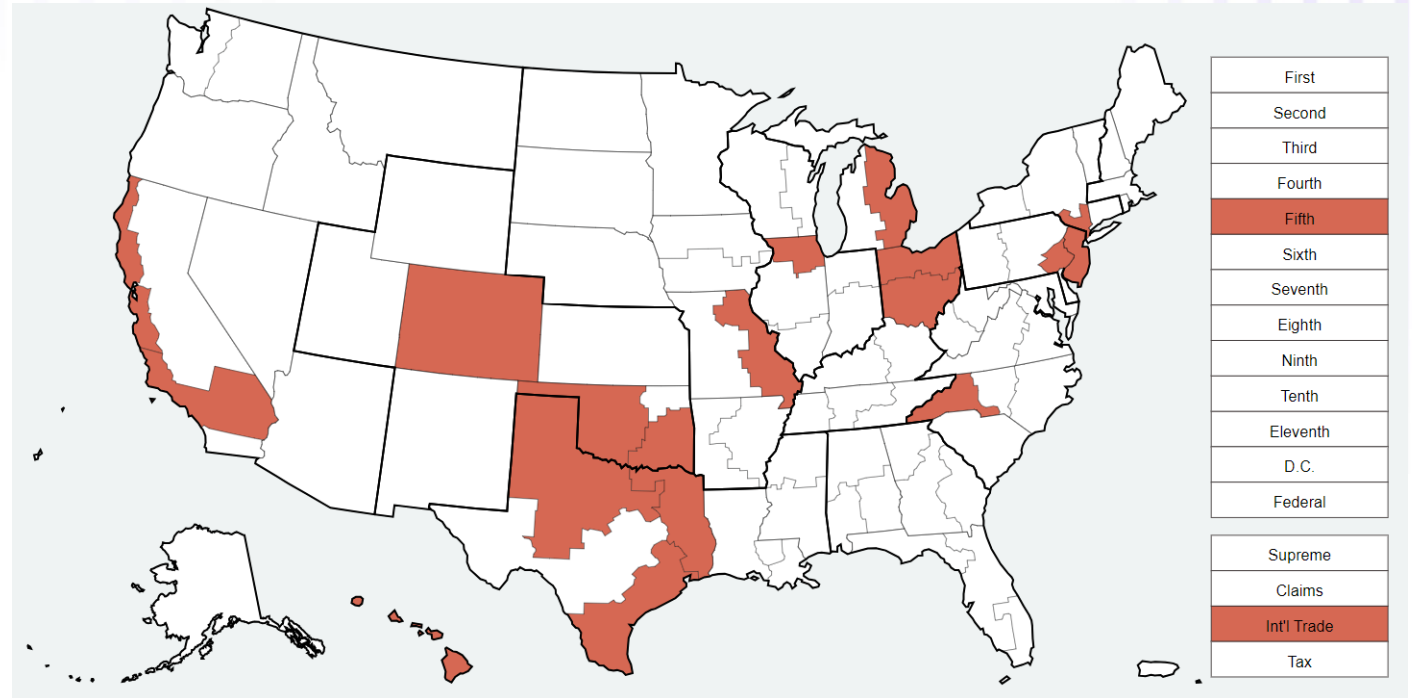
Federal Courts

5th Circuit

- Declined to adopt a special rule regarding the use of AI in brief drafting
- “Parties and counsel are responsible for ensuring that their filings with the court, including briefs, shall be carefully checked for truthfulness and accuracy as the rules already require. “I used AI” will not be an excuse for an otherwise sanctionable offense.”



Federal districts with orders on the use of AI in court



AMERICAN BAR ASSOCIATION

STANDING COMMITTEE ON ETHICS AND PROFESSIONAL RESPONSIBILITY

Formal Opinion 512

July 29, 2024

Generative Artificial Intelligence Tools

To ensure clients are protected, lawyers using generative artificial intelligence tools must fully consider their applicable ethical obligations, including their duties to provide competent legal representation, to protect client information, to communicate with clients, to supervise their employees and agents, to advance only meritorious claims and contentions, to ensure candor toward the tribunal, and to charge reasonable fees.

Rule 1.1 Competence

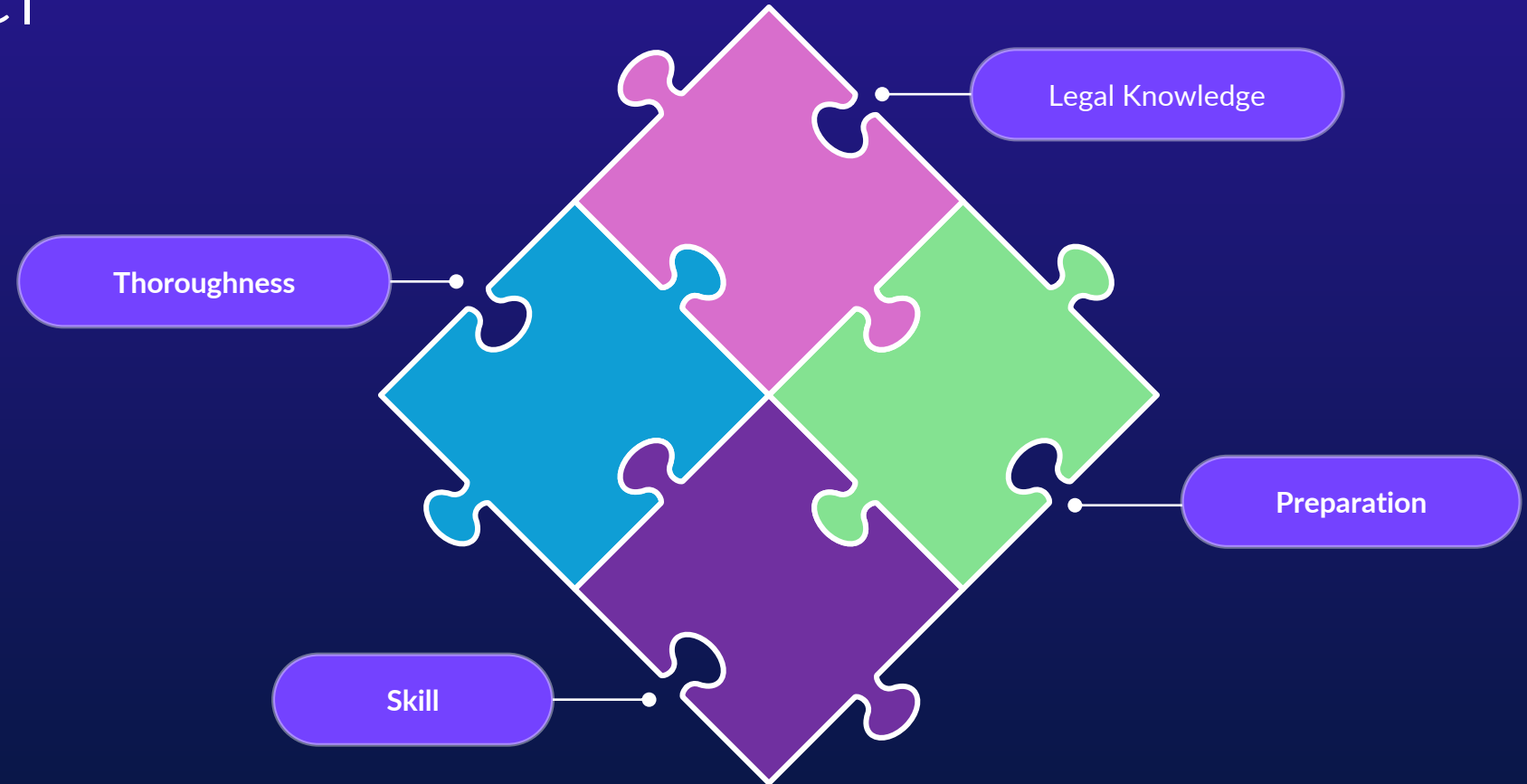
Rule 1.6 Confidentiality

Rule 1.4 Communications

Rule 5.1 & 5.3 Supervisory
Responsibilities

ABA Model Rule 1.1

“A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.”



Developing an Internal AI Policy



Consider the same principles as when selecting your GenAI provider



Consult local rules to see whether Clients need to be made aware



Enforce Training



Reinforce Training



Keep Learning!

Developing an Internal AI Policy

Pre-Drafted Templates

Results for: ai policy Natural Language

Practical Guidance5,222

- Practice Notes4,833
- Templates5,247
 - ☒ Annotated Templates5,222
 - Sample Briefs, Pleadings & Motio...19
 - Official Forms6
 - Clauses516
 - Checklists1,336
 - Articles1,836

[More](#)

Search Within Results

Jurisdiction

Practice Area & Topics

Automated Templates

International

1

Communications Systems, Email, Networks, and Internet Policy

Lexis Practice Advisor Forms | Non-jurisdictional

... For related policies concerning technology in the workplace, see Social Media Policy and Computers, Mobile Phones, and Other Electronic Devices Policy. For information on the security of information in the workplace, see Written Information Security Plan. For information on how Artificial Intelligence affects policies regarding internet use and electronic devices, see Artificial Intelligence in the Workplace: Best Practices and Artificial Intelligence (AI) Driven Tools in the Workplace Policy...

2

Computers, Mobile Phones, and Other Electronic Devices Policy

Lexis Practice Advisor Forms | Non-jurisdictional

... Computer, Mobile Phone, and Other Electronic Device Policies; Key Drafting Tips and Bring-Your-Own-Device (BYOD) Policies; Key Drafting Tips. For an electronic device policy acknowledgment template, see Computers, Mobile Phones, and Other Electronic Devices Policy Acknowledgment. For information on how Artificial Intelligence affects policies regarding internet use and electronic devices, see Artificial Intelligence in the Workplace: Best Practices and Artificial Intelligence (AI) Driven Tools in the...

3

Artificial Intelligence (AI) Driven Tools in the Workplace Policy (with Acknowledgment)

Lexis Practice Advisor Forms | Non-jurisdictional

... Tracker (2024). For a survey covering enacted state and notable local AI legislation across several practice areas, including Labor & Employment, see Artificial Intelligence State Law Survey. 1. Purpose. The purpose of this policy is to establish guidelines for the appropriate use of artificial intelligence (AI) in the workplace, including the use of Generative AI (GAI) and Algorithmic AI (AAI) tools, defined in Section 3. below. This policy aims to ensure that AI technology is used to enhance...

Developing an Internal AI Policy

 Client: -None- Folders History Help  

Draft an AI use policy for a law firm

Draft an AI use policy for a law firm

AC

 Generating response... Stop 

 Here is a draft AI use policy clause for a law firm:

1. AI Use Policy

1.1 Purpose. This AI Use Policy sets forth the principles and procedures governing the use of artificial intelligence (AI) systems and tools by the Firm and its attorneys and staff to provide legal services to clients and operate the Firm's business. This policy aims to ensure the ethical, responsible, and compliant use of AI in alignment with the Firm's professional obligations, client interests, and business needs.

1.2 Scope. This policy applies to all AI systems, tools, applications, algorithms, models, and datasets utilized by the Firm for any purpose. It governs the development, testing, deployment, monitoring, and retirement of AI by the Firm. All attorneys and staff must adhere to this policy.

1.3 Definitions. For purposes of this policy, AI refers to any technology exhibiting intelligence and autonomy by analyzing data and its environment and taking actions to .

AI-generated content should be reviewed for accuracy.

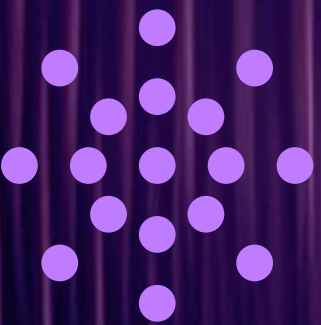
Generate a draft

Select Jurisdiction 



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GO LIVE

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