

AI Quick Reference Card

Verification · Prompting · ABA Model Rules

THE AI RISK LADDER

VERY HIGH	Client-confidential data input · Court filings · Anything submitted to a tribunal
HIGH	Legal research · Drafting motions or briefs · Advice letters
MEDIUM	Client-facing communications · Status updates · Follow-up emails
LOW	Formatting · Summarizing internal documents · Routine internal drafts

THE VERIFICATION WORKFLOW — EVERY TIME

1	Draft	Use AI to draft. Never treat the first output as final.
2	Read critically	Read every word as if opposing counsel will challenge it.
3	Verify every citation	Look up each case in a primary legal database — Westlaw, Lexis, Fastcase, Decisis, or Google Scholar. Not in another AI tool. If the case does not appear in a primary legal database, do not file it.
4	Confirm facts	Cross-check facts against source documents, not the AI summary.
5	Apply legal judgment	AI has no professional obligation. You do. Apply your judgment.
6	Document your review	Keep a note of what you verified and how. If challenged, you need it.

PROMPTING: WHAT WORKS, WHAT DOESN'T

✗ Weak prompts	✓ Strong prompts
<i>Write a demand letter.</i>	Draft a demand letter for a personal injury matter. The incident was [date], the client suffered [injuries], and we are demanding \$[amount]. Use plain language. Flag any factual assumptions you make.
<i>Summarize this case.</i>	Summarize the key holdings of [case name]. Identify the specific facts that drove the court's reasoning. Note any circuit splits or jurisdictional nuances.
<i>What are my ethical obligations?</i>	My client has not paid a \$4,000 invoice for 60 days. What are my ethical obligations under the ABA Model Rules before withdrawing? Give me the specific rule numbers.
<i>Help me respond to this review.</i>	A client posted a negative review claiming I did not communicate for 8 months. Under ABA Model Rule 1.6, draft a brief, compliant response that does not reveal client information. Include what I should NOT say.

ABA MODEL RULES: AI IMPLICATIONS

Model Rule 1.1	Competence	You must understand the tools you use — including their limitations. Filing AI output without verification implicates competence. See ABA Formal Opinion 512 (2024).
Model Rule 1.6	Confidentiality	What goes into an AI tool matters. Client data entered into general AI tools may not be protected. Use enterprise tools with data agreements, or where appropriate, anonymize the information before input.
Model Rule 3.3	Candor to Tribunal	Filing fabricated or unverified AI citations violates your duty of candor. You are responsible for every citation in every filing.
Model Rules 5.1/5.3	Supervision — Staff & Associates	If staff or junior attorneys use AI tools on a matter, you are responsible for supervising that use and verifying the output.
Model Rules 5.1/5.3	Supervision — Vendors	The obligation extends to outside vendors. If a vendor uses AI in connection with your client's matter, you must supervise that use. Vendor use of AI does not transfer your ethical obligations to them.