

## **AI AND CHATGPT**

### **Effectively Incorporating AI Into Your Practice**

#### **PRESENTER:**

**CHARLES “CHASE” E. HARDY, JR.**

**GRIFFIN PURNELL**

**San Antonio, TX**

**[chase@griffinpurnell.com](mailto:chase@griffinpurnell.com)**

**210-204-8636**

**THE AMERICAN ACADEMY OF MATRIMONIAL LAWYERS**

**OHIO CHAPTER**

**THIRTY-SIXTH ANNUAL**

**HAROLD R. KEMP FAMILY LAW SYMPOSIUM**

**October 14, 2024**

**Columbus, OH**



**CHARLES "CHASE" HARDY Jr.**  
**GRIFFIN PURNELL LLC**  
1919 San Pedro Ave  
San Antonio, Texas 78215  
Office: 210-905-0069  
E-mail: [chase@chasehardy.com](mailto:chase@chasehardy.com)  
Website: [www.griffinpurnell.com](http://www.griffinpurnell.com)  
Personal Website:  
[www.chasehardy.com](http://www.chasehardy.com)

### ***BAR ADMISSIONS***

---

*State Bar of Texas, 2019*

*United States District Court for the Western District of Texas*

*United States District Court for the Southern District of Texas*

### ***EDUCATION***

---

*Baylor Law School, Juris Doctor, 2019*

*Baylor University, BBA Finance, 2016*

*Antonian College Preparatory High School, 2012*

### ***PUBLISHED PROFESSIONAL LEGAL ARTICLES***

---

*Co-Author: Texas CCA Update, 2018*

*Co-Author: Effective and Ethical Promotion of Your Law Practice, 2018*

*Help! My Boss Has a Flip Phone: Ten Tech Tips to Optimize an Ancient Workflow, 2021*

*ChatGPT CLE - Incorporating AI Into Your Practice, 2023*

*ChatGPT – The Definitive Guide to Effectively Incorporating AI Into Your Legal Practice, 2023*

### ***PROFESSIONAL ACTIVITIES***

---

*San Antonio Young Lawyers Association – Board Member (2023-present).*

*San Antonio Trial Lawyers Association – Member (2023-present).*

**TABLE OF CONTENTS**

**I. Introduction.....1**

**II. What is ChatGPT? .....1**

**III. ChatGPT Signup, Cost & Models.....2**

**IV. Is ChatGPT Ethical for Legal Use?.....3**

**V. Use Cases for ChatGPT in Legal Practice .....5**

**VI. Advanced AI Tools and the Future of Legal Practice.....8**

**VII. Practical Prompts.....9**

**APPENDIX**

**Legal AI Tech Guide.....14**

## **I. Introduction**

The rapid advancement of artificial intelligence (AI) has the potential to revolutionize the legal profession. As AI continues to evolve and become more sophisticated, it is crucial for attorneys to understand how this technology can be leveraged to improve efficiency, accuracy, and ultimately, the quality of legal services provided to clients.

In recent years, one AI tool that has garnered significant attention is ChatGPT, a powerful large language model (LLM) developed by OpenAI. ChatGPT has demonstrated remarkable capabilities in natural language processing, enabling it to understand and generate human-like text based on input prompts through a simple chatbox. This technology has far-reaching implications for the legal field which inherently involves the ability to analyze, interpret, and generate legal documents.

As the legal landscape becomes increasingly complex and competitive, attorneys who embrace and effectively integrate AI tools like ChatGPT into their practice will likely gain a significant advantage over those who resist adoption. However, the use of AI in the legal profession also raises important ethical considerations, particularly concerning the accuracy, reliability, and security of the information generated by these tools.

This CLE article aims to provide attorneys with a deep understanding of ChatGPT and its potential applications in legal practice. The article will begin by explaining what ChatGPT is, its underlying technology, and how it differs from other AI tools. It will then guide readers through the process of signing up for ChatGPT and highlight the differences between the available models, such as GPT-3.5 and GPT-4o.

The ethical implications of using ChatGPT in legal practice will be thoroughly examined, addressing concerns such as the accuracy and reliability of the generated content, the importance of verifying the AI's outputs, and the security of client data. The article will also delve into practical use cases for ChatGPT, showcasing how attorneys can leverage this technology to draft correspondence, summarize discovery, and generate comprehensive discovery requests based on novel case facts.

Looking ahead, the article will explore advanced AI tools, such as Claude AI, and discuss their potential impact on the future of legal practice. The changing landscape of legal research will also be addressed, with a focus on the rise of AI-powered search engines and the integration of AI into established legal research platforms like Lexis and Westlaw.

By the conclusion of this article, readers will have gained a comprehensive understanding of ChatGPT and its ethical application in the legal field. They will be equipped with the knowledge and tools necessary to incorporate this technology into their practice, enabling them to work more efficiently, provide higher-quality services to their clients, and remain competitive in an increasingly AI-driven legal landscape.

## **II. What is ChatGPT?**

ChatGPT is a state-of-the-art large language model developed by OpenAI, a leading artificial intelligence research laboratory. At its core, ChatGPT is a sophisticated text prediction algorithm, capable of generating human-like text based on input prompts. To understand the power of ChatGPT, it is helpful to draw a comparison to the everyday text prediction feature found on smartphones.

When typing on a smartphone, the device suggests words based on the context of the message and the user’s typing history. ChatGPT operates on a similar principle but on a vastly more advanced scale. While smartphone text prediction might suggest the next few words, ChatGPT can generate entire paragraphs, narratives, or even entire documents based on the input it receives.

The technical foundation of ChatGPT lies in its training process, which consists of two primary phases: the learning phase and the teaching phase. During the learning phase, ChatGPT is exposed to a vast corpus of trusted data sources, such as books, articles, and websites with various levels of authority. The generative AI company processes this information using powerful computing resources, such as GPU clusters, to build a comprehensive understanding of language and the association of words – an association commonly described as “weights.”

Once the learning phase is complete, ChatGPT enters the teaching phase, where it can be fine-tuned and guided by human beings. This phase allows users to “align” the AI with human values, safety concerns, and basic formatting of outputs.

It is important to note that ChatGPT’s knowledge base has certain limitations. As of writing, the AI’s knowledge extends up to April 2023, meaning that it may not have information on events or developments that have occurred since then. However, the developers of ChatGPT are continuously working on updating the model’s knowledge base to ensure its relevance and accuracy.

Understanding the capabilities and limitations of ChatGPT is crucial for attorneys who wish to incorporate this technology into their practice. By leveraging

the AI’s ability to process and generate text based on vast amounts of data, lawyers can streamline their workflows, improve the quality of their work, and provide more efficient services to their clients. In the following sections, we will explore the process of signing up for ChatGPT and delve into the ethical considerations surrounding its use in the legal profession.

### **III. ChatGPT Signup, Cost & Models**

Signing up for ChatGPT is a straightforward process that can be completed in just a few steps. To begin, users should navigate to the official ChatGPT website ([chatgpt.com](https://chatgpt.com)) and click on the “Sign Up” button. The website offers several options for creating an account, including using an existing Google or Microsoft account or signing up with an email address.

Once the account is created, users can choose between various models. At the time of writing the latest models are ChatGPT-4o and o-1 with ChatGPT 4-o as the default.

Regular users of ChatGPT may remember when the user had the choice between GPT-3.5 and GPT-4. GPT-3.5 demonstrated impressive capabilities in understanding context and generating coherent responses. However, for attorneys, GPT-4 class models are substantially more knowledgeable and intelligent than GPT-3.5.

GPT-4 class models represent a significant leap forward in AI language processing. Compared to its predecessor, GPT-4o has a vastly improved ability to understand context, nuance, and complex instructions. This enhanced understanding allows GPT-4o to generate more accurate and relevant responses, which is particularly valuable in the legal realm, where precision and clarity are paramount.

Another key advantage of GPT-4o is its reduced propensity for “hallucinations.” In the context of AI, hallucinations refer to instances where the model generates content that is not based on factual information. GPT-4o’s advanced training and fine-tuning have significantly minimized the occurrence of hallucinations, ensuring that the generated content is more reliable and trustworthy. As of writing, accessing GPT-4o requires a paid subscription, which is priced at \$20 per month.

In September 2024 OpenAI released the GPT-o1 model. The key innovation of o1 models is their ability to spend more time “thinking” before responding to queries. This approach mimics human problem-solving processes more closely than previous models and has niche benefits in areas like physics, chemistry, biology, math, and coding.

The o1 models use a chain-of-thought approach, breaking down complex problems into steps and reasoning through them iteratively in the background. The final output has been self-checked by the AI multiple times. If you have a problem requiring narrow complex logic or mathematics o1 is the way to go – for everything else GPT-4o is the model of choice.

As the legal industry continues to adopt AI technologies like ChatGPT, staying informed about the latest developments and models will be essential for attorneys looking to stay ahead of the curve. By understanding the differences and what is yet to come, lawyers can harness the power of AI to enhance their practice and provide better service to their clients.

#### **IV. Is ChatGPT Ethical for Legal Use?**

The use of ChatGPT in the legal profession raises important ethical considerations that must be carefully examined. One of the primary concerns surrounding the use of AI in legal practice is the accuracy and reliability of the generated content. In a field where even minor inaccuracies can have significant consequences, it is crucial for attorneys to ensure that the information they rely on is trustworthy.

A cautionary tale illustrating the importance of verifying ChatGPT’s outputs involves a now-infamous lawyer who was sanctioned for submitting raw ChatGPT-generated content to a New York court. The AI-generated material contained inaccurate information and fabricated case citations, leading to disciplinary action against the attorney. This incident highlights the need for lawyers to exercise due diligence when using AI tools like ChatGPT.

It’s important to note that the offending attorney used an early version of ChatGPT’s 3.5 model which was more prone to hallucination. Attempting to replicate the hallucination of caselaw he experienced is very difficult today.

Attorneys have a professional and ethical obligation to verify the accuracy of any information they present to a court or use in their practice. This duty is enshrined in Rule 3.03 of the Model Rules of Professional Conduct (adopted in Texas), which states that lawyers shall not knowingly make false statements of fact or law to a tribunal. The comments to Rule 3.03 further emphasize that attorneys are responsible for the accuracy of pleadings and other documents prepared for litigation.

To uphold these ethical standards, attorneys must treat ChatGPT-generated content as they would any other source of information. This means thoroughly reviewing the AI's outputs, cross-referencing the information with reliable legal databases, and ensuring that any citations or legal arguments are accurate and up-to-date.

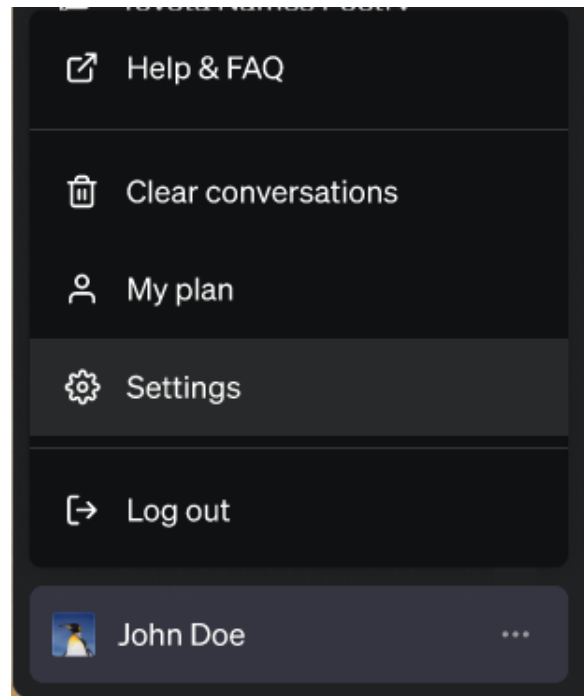
Another critical ethical consideration when using ChatGPT is the security of client data. Attorneys have a duty to protect their clients' confidential information and must take steps to ensure that the use of AI tools does not compromise this obligation. Fortunately, ChatGPT has made clear commitments regarding the privacy and security of user data.

On a purely technical level, user inputs cannot be used as learning data for the AI model. If it could the 100 Million+ users of ChatGPT could easily manipulate and exploit the model with their own malicious prompts. Incentives are aligned such that the information attorneys enter into ChatGPT will not be incorporated into the model's knowledge base or shared with other users. However, it is important to note that user inputs may be used as teaching data to help refine the AI's formatting and manners.

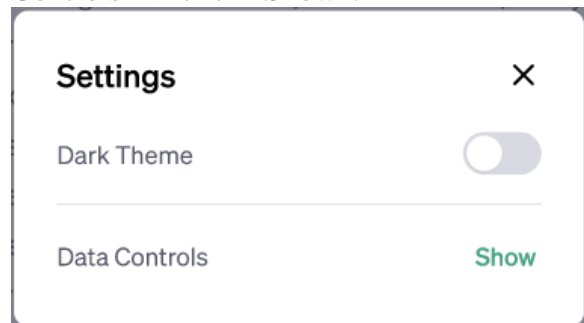
For attorneys who wish to maintain complete control over their data, ChatGPT offers what the authors of this paper refer to as an "ethics switch."<sup>1</sup> This feature, accessible through ChatGPT's settings pane, allows users to prevent their inputs from being used for any training purposes. By enabling this option, lawyers can ensure that their interactions with ChatGPT remain entirely private and secure.<sup>2</sup>

---

<sup>1</sup> You can also permanently opt out of training for all data by selecting "do not train on my content" at OpenAI's privacy portal: <https://privacy.openai.com/>

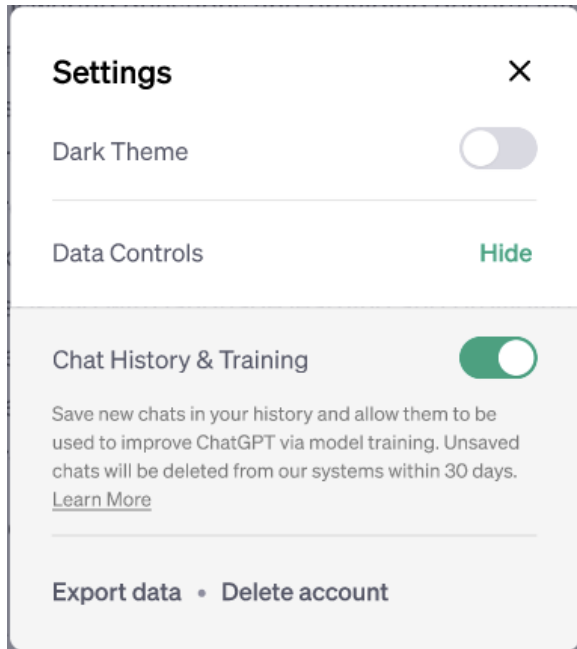


Click on "Settings" to open the popup settings modal where you will see "Data Controls" -> click "Show":



A menu will appear where you can toggle the setting "Chat History & Training" as you can see below the setting is enabled.

<sup>2</sup> See <https://help.openai.com/en/articles/7730893-data-controls-faq> ; See also <https://trust.openai.com>



Ultimately, the ethical use of ChatGPT in the practice of law requires a combination of professional judgment, due diligence, and a commitment to upholding the highest standards of accuracy and client confidentiality. By understanding the potential risks and taking appropriate precautions, attorneys can harness the power of AI to improve their practice while maintaining the trust and confidence of their client’s data and attorney work product.

## **V. Use Cases for ChatGPT in Legal Practice**

ChatGPT offers numerous applications in legal practice that can help attorneys work more efficiently, effectively, and accurately. From drafting correspondence to summarizing discovery and generating comprehensive discovery requests, ChatGPT has the potential to streamline many aspects of an attorney’s daily work.

### **A. Drafting Correspondence**

One of the most valuable use cases for ChatGPT is in drafting correspondence. Attorneys often need to communicate with clients, colleagues, and other parties in a clear, professional, and timely manner. ChatGPT can assist in this process by quickly generating well-written, easy-to-understand drafts based on simple prompts.

For example, suppose an attorney needs to provide a client with an update on a case but lacks the time to craft a polished letter from scratch. By providing ChatGPT with a brief summary of the key points and the desired tone, the AI can generate a professional and clear draft in a matter of seconds. The attorney can then review and refine the draft as needed, saving significant time and effort.

### **B. Summarizing Discovery**

Another area where ChatGPT can provide significant value is in summarizing discovery. Cases often involve vast amounts of information, including documents, interrogatories, and depositions. Sifting through this material can be a time-consuming and tedious process, but ChatGPT can help streamline the task.

By inputting lengthy discovery documents into ChatGPT, attorneys can quickly generate concise summaries that capture the most relevant information. The AI can also be prompted to identify potential objections or issues that may require further attention. This not only saves time but also helps ensure that important details are not overlooked in the process of reviewing discovery.

### **C. Drafting Discovery**

In addition to summarizing discovery, ChatGPT can also assist attorneys in drafting



comprehensive discovery requests tailored to the specific needs of a case. This is particularly valuable when dealing with novel or complex fact patterns that may require a more nuanced approach to discovery.

For example, in a divorce case involving a spouse who has invested significant funds in a niche hobby, ChatGPT can help generate targeted interrogatories and document requests that address the unique issues at play. By providing the AI with a brief summary of the case facts and the areas of inquiry, attorneys can quickly generate a set of custom comprehensive discovery requests that cover all relevant angles. Once you are done with the discovery, ask ChatGPT to define key terms to include in your definitions.

While ChatGPT allows a user to communicate using plain language - to maximize the effectiveness of ChatGPT in these use cases, attorneys should follow best practices for prompting the AI.

1. Giving the AI a role (“You are a brilliant Texas attorney”).
2. Giving the AI a task (“Your task is to draft an update to the client”)
3. Set parameters (“the client update should be written at a high school reading level).

As attorneys become more familiar with ChatGPT and its capabilities, they will likely discover additional use cases that can benefit their practice. By staying informed about the latest developments in AI and experimenting with new applications, lawyers can position themselves at the forefront of this rapidly

evolving field and deliver exceptional value to their clients.

## **VI. Advanced AI Tools and the Future of Legal Practice**

While ChatGPT has garnered significant attention in the legal community, it is just one example of the many advanced AI tools that are poised to shape the future of legal practice. As technology continues to evolve, attorneys must stay informed about emerging AI solutions and their potential applications in the field.

### **A. Claude AI Model**

One notable example of an advanced AI tool is the Claude AI model, developed by Anthropic. Claude AI boasts several key advantages over ChatGPT, making it an attractive option for attorneys seeking to leverage the power of AI in their practice.

One of the most significant benefits of Claude AI is its expansive context window. While ChatGPT is limited to processing around 24,000 words at the time of writing<sup>3</sup>, Claude AI can handle up to 150,000 words—the equivalent of two full-length novels (or multiple deposition transcripts). This increased capacity allows attorneys to input and analyze larger volumes of text, such as lengthy legal documents or multiple case files.

Another advantage of Claude AI is its ability to process PDFs and Word documents directly while being “contextually aware” of their entire contents. This feature streamlines the workflow for attorneys, eliminating the need to convert documents into plain text before inputting them into the AI. Claude

---

<sup>3</sup> ChatGPT can currently handle inputs of extremely lengthy PDF’s and Word documents but will only pull out the most relevant “chunks” in its analysis. In

other words, ChatGPT is only “contextually aware” of around ~24,000 words in the consumer Plus model at the time of writing.

AI's knowledge base is also more up-to-date, with information extending through August 2023, compared to ChatGPT's knowledge cutoff of April 2023 at the time of writing.

### **B. Using AI for Deposition Summaries and CLE Materials**

Advanced AI tools like Claude AI and ChatGPT can also be leveraged to streamline the process of summarizing depositions and analyzing CLE materials. By inputting deposition transcripts or CLE course content into these AI models, attorneys can quickly generate concise summaries and extract key insights.

For example, an attorney preparing for trial could use Claude AI to summarize a lengthy deposition, highlighting the most relevant testimony and identifying potential areas for further questioning. Similarly, an attorney seeking to stay current on the latest legal developments could use ChatGPT to analyze a CLE presentation transcript or article, generating a summary of the key points and actionable takeaways.

### **C. The Decline of Google and the Rise of AI-Powered Search Engines**

As AI continues to advance, traditional search engines like Google may face significant challenges. AI-powered search engines, such as Perplexity AI and Parallel Search by Casetext, offer attorneys more targeted and efficient ways to find relevant legal information.

Perplexity AI, for instance, uses advanced natural language processing to understand the context and intent behind a user's search query. Instead of simply returning a list of web pages, Perplexity AI generates a concise, coherent summary of the most relevant web pages. This approach saves attorneys time

and effort, allowing them to quickly find the information they need without sifting through numerous search results.

Parallel Search by Casetext takes a similar approach, leveraging AI to help attorneys find relevant case law and legal authorities. By understanding the context and meaning behind a search query, Parallel Search can surface the most pertinent cases and highlight key passages, even if the exact search terms are not present in the text.

### **D. AI-Powered Legal Research Tools**

Established legal research platforms like Lexis and Westlaw are also integrating AI technologies into their offerings. Lexis AI Research and Westlaw AI Research use advanced natural language processing and machine learning to provide attorneys with more targeted, efficient, and insightful legal research capabilities.

Both services use third party models (Like ChatGPT or Claude) to output answers to users. The process involves something called "Retrieval Augmented Generation" (RAG) which retrieves and inserts the most relevant chunks of caselaw from their database into a traditional Large Language Model like ChatGPT which then summarizes the contents consistent with the user's desired output.

These AI-powered tools can analyze vast amounts of legal data, identifying relevant cases, statutes, and secondary sources based on the specific issues and arguments at hand. They can also generate summaries and highlight key points of law, helping attorneys quickly grasp the essential elements of a case or legal concept.

As AI continues to evolve and mature, it is likely that these advanced tools will become increasingly integral to legal practice.

## **VII. The Future of A.I.**

As our legal landscape continues to evolve, it is clear that AI will play an increasingly significant role in shaping the future of the profession. From streamlining daily tasks to providing powerful insights and analysis, tools like ChatGPT and Claude AI have the potential to revolutionize the way attorneys work and serve their clients.

### **A. The importance of law students and new attorneys embracing AI**

For law students and new attorneys entering the field, embracing AI is not just an option—it is a necessity. As AI technologies become more prevalent and sophisticated, the ability to effectively leverage these tools will become a key differentiator in the legal job market.

Law schools and legal educators have a responsibility to incorporate AI training into their curricula, ensuring that the next generation of lawyers is prepared to thrive in an AI-driven legal landscape. This includes not only teaching students how to use AI tools but also imparting the critical thinking and problem-solving skills necessary to apply these technologies ethically and effectively. Some law schools have already emphasized this commitment by allowing students to submit AI generated application essays.

### **B. AI as a tool to enhance, not replace, lawyers**

Despite the many benefits of AI, it is important to recognize that these technologies are not a replacement for human lawyers. Rather, AI should be viewed as a

tool to enhance and augment the capabilities of legal professionals.

At its core, legal practice is about applying judgment, creativity, and empathy to complex human problems. While AI can assist in tasks such as research, analysis, and document drafting, it cannot replace the unique perspective and insight that human attorneys bring to their work. The most successful lawyers of the future will be those who can effectively leverage AI to improve their efficiency and accuracy while still maintaining the human touch that is so essential to building strong client relationships and achieving optimal outcomes.

### **C. The potential competitive advantage of lawyers who effectively use AI**

As AI adoption becomes more widespread, attorneys who are able to effectively integrate these technologies into their practice will gain a significant competitive advantage.

By using AI to automate routine tasks, generate insights, and improve the quality of their work product, these lawyers will be able to provide more value to their clients in less time. This increased efficiency can translate into lower costs, faster turnaround times, and ultimately, higher client satisfaction.

Moreover, as clients become more aware of the benefits of AI-powered legal services, they may begin to actively seek out firms and attorneys who are at the forefront of this technological revolution. Lawyers who can demonstrate a deep understanding of AI and its applications in the legal field will be well-positioned to attract and retain these discerning clients.

The future of law belongs to those who are willing to embrace change, adapt to new

technologies, and leverage the power of AI to deliver exceptional value to their clients. As we move forward into this exciting new era of legal practice, it is up to each individual attorney to seize the opportunities presented by AI and to use these tools in a way that upholds the highest standards of ethics, professionalism, and client service.

### **VIII. PRACTICAL PROMPTS (ChatGPT Real Life Examples)**

#### *Proposed Orders*

##### **Scenario #1: Drafting/Updating Proposed Order with Ruling from Court**

Facts: You’ve argued your motion and the court has issued complex alterations that you need to incorporate into a new proposed order.

##### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your ultimate task is to adjust a draft proposed order to follow with the following rulings from the court [Insert Rulings]. Here is the order that you will be updating [Insert Proposed Order]”

#### *Drafting DCO*

##### **Scenario #2: Inserting Proper Dates Into Proposed DCO**

Facts: You have a trial date and need to quickly draft a Discovery Control Order that has dates reasonably spaced apart that do not fall on a weekend or holiday.

##### **ChatGPT Prompt:**

“You are a brilliant Texas attorney and calendar expert. Your task is to adapt an old DCO to a new case with completely new deadlines. Note, it is imperative that the dates do not fall on any weekends or holidays. All dates flow from the trial date which is [INSERT TRIAL DATE]. All other dates should be reasonably spaced apart based on the deadline involved in relation to other deadlines. Here is the example DCO to adopt to the dates of this case described above: [Insert Old DCO]”

#### *Drafting Correspondence*

##### **Scenario #3: Make Okay Letters Great**

Facts: You need to quickly get a letter out to client providing a case update but don’t want to waste time and focus on ensuring eloquence so you can instead focus on content.

##### **ChatGPT Prompt:**

“You are an eloquent writer with great communication skills. Your task is to convey the following: [Insert a rough draft or simple points of what the message should say]”

##### **Scenario #4: Convey Empathy**

Facts: You’ve received a tough ruling in an emotional case and want to convey the results in an empathetic way.

##### **ChatGPT Prompt:**

“You are a brilliant Attorney. Your task is to convey the following to a client in a manner

that is empathetic and easy to understand: [Insert a rough draft or simple points of what the message should say]”

### **Scenario #5: Make a Mean Letter Nice**

Facts: you have had it with opposing counsel and draft a message letting them know how you really feel. Before you hit send your judgment gets the better of you. You want to convey the contents of the message but cannot find the words to do so nicely.

#### **ChatGPT Prompt:**

“You are a kind and empathetic attorney dealing with an opposing counsel who is arrogant and rude. Your task is to convey the following letter in a nice and professional manner: [Insert the message you REALLY want to send].”

### ***Review Drafts for Consistency of Word Choice and Pronouns***

### **Scenario #6: Ensuring Consistent Use of Gendered Terms in a Document**

Facts: You’ve drafted a document, but you’re unsure if all the gendered terms used are consistent and correctly applied.

#### **ChatGPT Prompt:**

“You are a meticulous Texas attorney. Your task is to review the following document for

consistency in the use of gendered terms. For reference [Insert gender info]. Here is the document you are reviewing: [Insert Document]”

### ***Mediation***

### **Scenario #7: Multiple Representation of 50/50 Asset Division**

Facts: You have a list of assets included in a divorce estate. You need to provide several statistical options for a fair 50/50 division of these assets.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to analyze the list of assets in a divorcing couple’s estate and generate several possible avenues for dividing property in a 50/50 allocation. Here is a copy of the community assets: [Paste table of assets].”

### **Scenario #8: Explaining the Benefits of Mediation in Divorce Cases**

Facts: Your client is contemplating whether to settle their divorce case through mediation. They need to understand the benefits of this process in Texas.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to offer a straightforward but thorough explanation of why a client should consider settling their divorce case in Texas through mediation, emphasizing the benefits, cost-effectiveness, and potential outcomes of this process given the facts of their case. Here are some basic facts to use in drafting the output: [Insert case facts].”

## *Thank You Letters*

### **Scenario #9: Drafting a letter to accompany new client contract.**

Facts: A client has agreed to retain you and pay your retainer of \$10,000 and has asked for a contract. Write her a nice letter thanking her for hiring you and transmit the contract.

“You are a brilliant Texas attorney. Your task is to draft a thank you letter to [Client] thanking them for hiring you. The letter should note the agreed to retainer of [retainer amount] and reference the attached contract.”

### **Scenario #10: Drafting a Thank You Letter to a Referral Source**

Facts: Charles Hardy referred a difficult divorce case of John Smith to your law firm. You appreciate this referral and want to express your gratitude.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to draft a thank you letter to [Charles Hardy] expressing gratitude for his referral of the [John Smith] divorce case. Be sure to mention that the case is challenging, but you appreciate his trust in your capabilities to handle it.”

### **Scenario #11: Drafting a Thank You Letter to a Potential Client**

Facts: John Doe, a potential client, recently stopped by your office to interview you about their case. You appreciate his time and want to express your willingness to assist him further.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to draft a thank you letter to [John Doe] expressing appreciation for taking the time to visit your office and interview you about their case. Offer to be available by phone should he have any additional questions.”

## *Risk Assessment*

### **Scenario #12: Risk Assessment for Hunting on a Private Ranch in Texas**

Facts: Your client is considering offering hunting for pay on your private ranch in Texas. You want a primer that inspires understanding of broad risks involved in a landowner’s liability.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to provide an overview of the legal risks associated with allowing hunting for pay on a private ranch in Texas. Discuss potential liabilities, relevant regulations, insurance considerations, and any other pertinent risks.”

### **Scenario #13: Risk Assessment for Drafting Prenuptial Agreements for Other Lawyers**

Facts: You have been approached to draft a prenuptial agreement for a fellow lawyer. You want to understand the specific legal risks associated with this proposal.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to outline the potential legal risks associated with drafting prenuptial agreements for other lawyers. Discuss issues like conflict of interest, professional liability, informed consent, and other potential pitfalls.”

### *Marketing*

#### **Scenario #14: Creating Attorney Bios for Law Firm’s Website**

Facts: Your law firm’s website needs updated attorney bios to inform potential clients about the professional experience and qualifications of your legal team and members of your staff.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to create engaging and professional attorney bios for your law firm’s website based on the following information that I will provide. Ensure to highlight each attorney’s unique skills, experiences, and contributions to the firm. Here is the attorney info: [Insert old bio/raw attorney info]”

#### **Scenario #15: Creating Informative Client Articles for Law Firm’s Website**

Facts: Your law firm wants to provide valuable content to its clients by posting informative articles on the firm’s website.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to create an informative article on the following legal topic for your firm’s website. The content should be easily understood by clients, offering insights that can help them navigate their legal issues. Here is the information to use in crafting the article: [Insert relevant information]”

#### **Scenario #16: Creating Social Media Content for your Law Firm**

Facts: Your law firm wants to expand its digital presence and engage more effectively with its online audience. You have been asked to create content for the firm’s social media platforms.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to create engaging and informative social media content for your law firm. This can include updates about the firm, legal advice, past case victories, or other relevant information that can attract and engage the firm’s online audience. Your output should space out the posts in [insert time increments (one week)] over the next 3 months. The posts should highlight the following [Insert relevant firm information, case information, holidays you want to include, etc.]”

#### **Scenario #17: Creating a Christmas Card/Mailer**

Facts: The holiday season is approaching, and your law firm wants to send out Christmas cards/mailers to its clients, expressing appreciation and offering well wishes.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to create content for a warm and professional Christmas card/mailer for your law firm. The message should convey your firm’s appreciation for its clients, extend best wishes for the holiday season, and strengthen the client-lawyer relationship.”

### *Present Value Calculations*

#### **Scenario #18: Determining the Present Value of a Pension Plan**

**\*Very important to verify all financial calculations.**

**Facts:** Spouse A is considering giving up rights in Spouse B’s pension plan. Spouse B’s plan is expected to pay out \$1500 per month, starting in 15 years, for a period of 20 years. We need to determine the present value of this pension plan at a 5% discount rate to make an informed decision.

\*Note: must verify number outputs. Mathematical equations are dependent on advanced model like GPT-4o or o1. ChatGPT’s free model is likely to make up results.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to calculate the present value of a series of payments that are \$1500 per month, starting in 15 years, and lasting for 20 years, assuming a 5% annual discount rate?”

#### **Scenario #19: Calculating Child Support Value for Life Insurance Purposes**

**\*Very important to verify all financial calculations.**

Facts: Spouse C is required to pay child support of \$2500 per month for a period of 18 years. We need to determine the present value of this obligation at a 5% discount rate to make an informed decision about life insurance coverage.

#### **ChatGPT Prompt:**

“You are a brilliant Texas attorney. Your task is to calculate the present value of a series of payments that are \$2500 per month, lasting for 18 years, assuming a 5% annual discount rate?”



## **Legal AI – Tech Guide**

1. **ChatGPT Plus:** Great for general tasks and tasks requiring the most intelligent model. Remember to use “GPT-4o” available to Plus subscribers.  
  
Link: <https://chat.openai.com/>
2. **Claude.AI:** Great for tasks requiring lengthy summarization such as full length depositions and caselaw. Plus model provides increased privacy and a context window of approximately 150,000 words.  
  
Link: <https://claude.ai/>
3. **Perplexity:** A fast search engine that allows for quick detailed results with inline citations.  
  
Link: <https://www.perplexity.ai>
4. **Assembly.AI:** Amazing speech to text technology that enables the fast transcription of lengthy raw audio with multi-speaker support and sentiment analysis.

Link:  
<https://www.assemblyai.com/playground>

5. **Parallel Search:** Free legal research tool that enables a user to “find a case that says...”

Link:  
<https://parallelssearch.casetext.com>

6. **Lexis + AI:** Available on the homepage of supported plans, this service uses Retrieval Augmented Generation (Vector-based solution) to verify the accuracy of caselaw outputs and legal research.

Learn More:  
<https://www.lexisnexis.com/en-us/products/lexis-plus-ai.page>

7. **Westlaw AI-Assisted Research:** Available on the homepage of supported plans, this service uses Retrieval Augmented Generation (Vector-based solution) to verify the accuracy of caselaw outputs and legal research.

Learn More:  
<https://legal.thomsonreuters.com/en/c/westlaw/westlaw-precision-generative-ai>