



If you want reliable AI outputs, follow the **RULES**.



A practical prompt guide for using AI tools in legal practice

R

Role & jurisdiction

Assign Claude a role relevant to your matter.

Specify the jurisdiction and applicable legal system.

"You are a senior solicitor advising on English contract law..."

U

Understand the task

Give full context —the matter type, audience, and goal.

Break complex tasks into discrete, sequenced steps.

"Draft a without-prejudice letter to open settlement talks..."

L

Limits

State what AI cannot do — it does not replace legal advice.

Flag confidentiality constraints and data handling requirements.

"Do not cite cases — I will verify all authorities myself."

E

Expected format

Specify length, structure, tone, and required headings.

State whether the output is a draft, summary, or checklist.

"Respond in plain English, under 300 words, with numbered steps."

S

Say when it's wrong

Correct errors explicitly—AI will update if challenged clearly.

Always verify outputs before relying on them in practice.

"That is incorrect — the limitation period is 6 years, not 3."