

Effective prompts for legal professionals

Practical, lawyer-tested prompts to streamline case prep, research, drafting, and more—with the power of Alexi.

Best Practices

Get the most out of AI by **prompting the way lawyers think** — clearly, contextually, and in sync with your legal workflow.

1. Think Like a Lawyer, Prompt Like a Lawyer

Use natural language, just as you would phrase a question to a colleague or junior associate. The best prompts mirror the way lawyers already work and think.

- ✓ "What are the strengths and weaknesses of my client's case?"
- ✗ "Run case assessment AI tool."

2. Add Context When You Can

The more detail you provide—like facts, documents, or jurisdiction—the better the AI's output. Don't be afraid to add a paragraph or upload relevant files.

- ✓ "Here are the facts of the case. What legal issues do you see?"

3. Use Follow-Ups to Iterate

The first answer is just a starting point. Follow up with more specific questions, refinements, or new angles to go deeper or tailor the response.

- "Great—now rewrite that in a more persuasive tone."
- "What if the contract was signed under duress?"

4. Pair Prompts With Your Workflow

Use prompts at the point of need—during active research, when prepping for a client call, or while reviewing a document. The guide is designed to support real-time legal work, not just just experimentation.

5. Make It a Team Resource

Share effective prompts you discover internally. Encourage juniors, clerks, or assistants to use the guide when stuck or under time pressure. It's a productivity and quality multiplier across roles.

6. Customize for Your Practice Area

Use the guide as a base, then tailor prompts to your specific area of law, firm preferences, or jurisdictions. You can build a personalized prompt set over time.

7. Be Clear, Not Formal

You don't need to write in legalese. Alexi understands plain English and lawyer logic.

- ✓ "Summarize this decision and tell me how it affects our position."

Case Preparation & Strategy

AI-assisted support to **help lawyers plan, analyze, and develop** legal strategies efficiently from the start of a matter.

📄 **Copy Prompt** (ctrl+c or command+c)

Analyze Case Strengths and Weaknesses

Quickly identify vulnerabilities or advantages based on facts and applicable law

What are the strengths and weaknesses of my client's case?

Brainstorm Examination Questions

Save time and broaden scope when preparing for examinations

Help me think of questions to ask at the examination of this witness.

Create Client Document Checklist

Ensure all essential documents are gathered

What documents should I ask my client for in this type of case?

Spot Legal Issues

Identify all relevant issues and potential claims from fact patterns

Here are the facts — what legal issues are raised?

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Sign up for a free trial to access all of our expert-approved prompts for legal research, drafting, and analysis.

Legal Research & Analysis

Rapid, in-depth exploration of legal principles, primary law, and secondary sources from the web to support advice, advocacy, or internal analysis.

 **Copy Prompt** (ctrl+c or command+c)

Identify Legal Principles

Find the governing legal framework for a given issue

What is the test for negligent infliction of emotional distress?

Identify Key Statutes

Discover and locate important legislative provisions

What statutes or regulations govern the licensing of childcare facilities?

Generate Case Summaries

Condense lengthy decisions into key takeaways

Give me a summary of this case.

Search Precedents by Facts

Find cases with analogous factual scenarios

Find me cases with similar facts to my client's.

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Drafting & Legal Writing

Generate **accurate, consistent, and polished** legal documents, internal memos, and client communications.

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Draft Contract Clauses

Draft contractual provisions quickly

Draft an indemnity clause for a winter maintenance contract.

Draft Internal Memos

Summarize research or analysis

Compile the research on the enforceability of non-compete clauses into a memo to file.

Draft Client Summary Emails

Deliver legal advice or updates clearly and concisely

Write an email to the client summarizing the legal options available.

Draft Legal Correspondence

Save time preparing letters or emails to counsel, clients, or courts

Draft a letter requesting consent to adjourn a motion.

Adjust Tone and Style

Modify tone to match client or court expectations

Rewrite this letter to sound more persuasive and professional.

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Document Review & Analysis

Understand, extract, and analyze key insights across large volumes of legal documents.

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Summarize Transcripts

Quickly understand key themes in witness testimony

Summarize this hearing transcript.

Find Testimony Discrepancies

Identify discrepancies between different witnesses

Find inconsistencies between witness A and B's evidence.

Build Event Timelines

Build event timelines from multiple files

Create a timeline of events from these five documents.

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Legal Communication

Generate **high-quality client and team communications** without sacrificing legal nuance or clarity.

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Explain Legal Concepts

Simplify technical terms for non-lawyers

Explain this legal doctrine in plain English

Create Internal Case Summaries

Bring team members up to speed efficiently

Summarize this file for the new junior starting next week.

Prepare Client Call Summaries

Understand file status for upcoming conversations

Remind me what work we have done on this matter so far.

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Practice Support & Know-How

Support lawyer development, **institutional knowledge capture**, and **quick answers** to practical or procedural questions.

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Provide Court Etiquette Guidance

Answer basic but important courtroom questions

What should I wear for a jury trial in New York?

Assist with Procedural Refreshers

Help re-learn infrequent legal procedures

Remind me of the procedure for garnishing wages in Ontario.

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Litigation-Specific Tools

Assist with litigation-specific tasks such as **expert research**, **discovery prep**, and **trial planning**.

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Research Expert Witnesses

Evaluate credibility and history of potential experts

Has this forensic accountant ever been disqualified as an expert?

Prepare for Cross-Examinations

Generate targeted follow-up questions based on an affidavit

Suggest questions for this cross-examination.

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