

HOW TO CRAFT A PROMPT

BEST PRACTICES

- Explain the audience (ex. law firm employer) as well as the perspective you are writing from (ex. law student) and the output use (ex. cover letter).
- Include high level of detail and context (the more specific the better). Don't be vague or overly broad.
- Provide specific instructions regarding format, tone and length, even things to avoid.
- Direct the tool to think step by step.
- Ask follow up questions and clarify as needed. (The length of the back and forth depends on the tool).
- You can use natural language but be concise and clear. Avoid idioms or jargon.
- Provide reference text (cut and paste the text - AI cannot access information through a link.)
- Be clear and specific about what you want.
- Ask for advice on how to craft a better prompt. (*Most of this advice is courtesy of Claude*)
- The 5 Ps: Prime (context), Persona (tone), Prompt (clarity), Product (output), Polish (refine). *Lexis Guide to Prompting Lexis+ AI*

NALP PULSE SURVEY RESULTS

WE DON'T KNOW WHAT
WE DON'T KNOW!

Employers:

- 10% of respondents were currently using AI tools in their daily work.
- Most common in assessments.
- 50% noted their firm or organization has an AI policy or formal guidance on the use of AI.
- Most used program is ChatGPT.
- Uses include starting place for drafting new policies and creating informational articles.
- Challenges include privacy, risk, and accuracy.

Schools:

- Only one respondent currently using AI in their daily work and only five said others in their department are using AI.
- 35% of respondents said their law school has a policy on AI.
 - 14% said the policy applies to the CSO.
- Concerns include how employers view the use of AI by law students in preparing application materials.
- Specific areas of interest include ethical use in application materials, usage by students with disabilities.
- Most used tool by students is Chat GPT.

Survey from September 2023

RESOURCES AND REFERENCES

- [ABA Journal, Profs trade notes as law schools write generative AI policies, 1/2/24](#)
 - [ABA Journal, How lawyers can take advantage of ChatGPT and other large language models disrupting the legal industry, 5/11/23](#)
 - [NY Times, Here's what happens when your lawyers use ChatGPT, 5/27/23](#)
 - [Casetext, Applying today's legal ethics to today's AI, part 1, 11/9/23](#)
 - [Casetext, Applying today's legal ethics to today's AI, part 2, 11/17/23](#)
 - [Lexis+ AI Law School Integration Guide](#)
 - [LexisNexis Guide to Effective Prompts](#)
 - [ChatGPT and Bing Chat Generative AI Legal Research Guide \(University of Arizona\)](#)
 - [Business Insider: 7 ways to use ChatGPT at work to make your job easier](#)
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- Artificial Intelligence "AI" Tools
 - Large Language Models: ChatGPT, Gemini, Llama, Copilot, Claude, Grok., and more
 - Casetext and Co-Counsel, EverLaw, WestLaw Precision, LawGeex, PatentPal, LexMachina, Amto, Latch, Detangle (for use by lawyers)
 - DoNotPay ("Robot Lawyer")
 - Humata (lawyers and students)