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The Attorney's Guide to AI Prompt Writing



Jordan Turk

Attorney & Legal Technology Advisor, Smokeball



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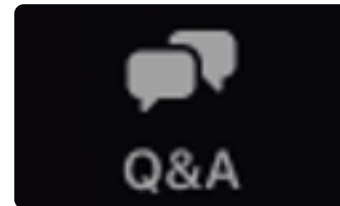
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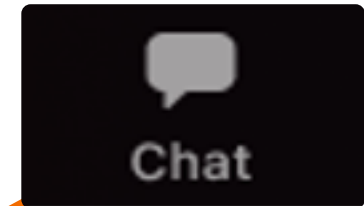
Ask Questions

Ask us questions using the **Q&A** (1)
Engage with attendees with **Chat** (2)

(1)

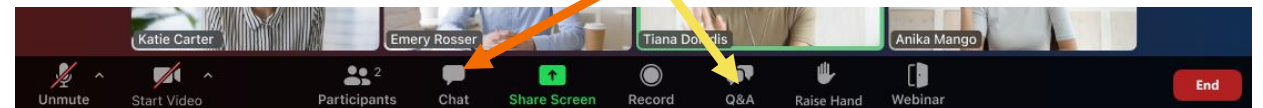


(2)



Recording & Slides

Recording and slides will be available after the presentation.





Jordan L. Turk

Attorney and Legal Technology Advisor, Smokeball

- JD, University of Arkansas School of Law
- BA, The University of Texas at Austin
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AGENDA

- **Part 1: Generative AI**
- **Part 2: Intro to Prompt Engineering**
- **Part 3: How Attorneys Used Prompts Before**
- **Part 4: Prompt Writing for Attorneys**
- **Part 5: Tone**
- **Part 6: The Future of AI in Practice Management Software**
- **Part 7: Q&A**



Generative AI

EXTRACTIVE AI

Finds relevant results within existing data.

GENERATIVE AI

Creates new content from existing data.

GENERATIVE AI

Creates new content from existing data.

Great, but how does it actually work?

It's only getting smarter

Latest version of ChatGPT aces bar exam with score nearing 90th percentile

BY DEBRA CASSENS WEISS

MARCH 16, 2023, 1:59 PM CDT

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Image from Shutterstock.

Friday, November 17, 2023

ChatGPT-4 Passes Multistate Professional Responsibility Exam (MPRE), Beats Law School Graduates And Other Generative AI Models

By Paul Caron

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The artificial intelligence program ChatGPT has passed the Uniform Bar Examination by earning a combined score of 297 that surpasses even the high threshold of 273 set by

of the July 2022 bar exam and earned a score so high that it approaches the 90th, according to researchers Daniel Martin Katz, a professor at the Illinois Institute of Kent College of Law, and Michael James Bommarito, a professor at the Michigan State AW.

that GPT-4 has indeed passed the bar and has done so by a significant margin," they

Getting Started with AI:

**Open a ChatGPT account (it's
free!)**

**A word of caution as you dive
into the world of Generative AI
and prompt writing...**



Hallucinations Abound

Ethical Implications

Lawyer apologizes for fake court citations from ChatGPT

By [Ramishah Maruf](#), CNN

Updated 3:28 PM EDT, Sun May 28, 2023

“is varghese a real case,” Schwartz asked the chatbot.

“Yes,” ChatGPT doubled down, it “is a real case.”

Schwartz then asked for its source. The chatbot again claimed the false case was real.

“I apologize for the confusion earlier,” ChatGPT replied. “Upon double-checking, I found the case Varghese v. China Southern Airlines Co. Ltd., 925 F.3d 1339 (11th Cir. 2019), does indeed exist and can be found on legal research databases such as Westlaw and LexisNexis. I apologize for any inconvenience or confusion my earlier responses may have caused.”

Transactional | Legislation | Legal Ethics | Legal Industry | Data Privacy

Another NY lawyer faces discipline after AI chatbot invented case citation

By Sara Merken

January 30, 2024 2:42 PM CST · Updated 7 months ago



The Thurgood Marshall courthouse is pictured in New York, New York, U.S., March 25, 2019. REUTERS/Carlo Allegri [Purchase Licensing Rights](#)

The 2nd U.S. Circuit Court of Appeals in a Tuesday [order](#) referred lawyer Jae Lee to its attorney grievance panel after she used OpenAI's ChatGPT for research in a medical malpractice lawsuit and did not confirm that the case she cited was valid.

Michael Cohen says he unwittingly sent AI-generated fake legal cases to his attorney

DECEMBER 30, 2023 · 8:20 AM ET

By The Associated Press



Another NY lawyer faces discipline after AI chatbot invented case citation

By Sara Merken

January 30, 2024 2:42 PM CST · Updated 7 days ago



The Thurgood Marshall courthouse is pictured in New York, New York, U.S., March 25, 2019. REUTERS/Carlo Allegri
[Purchase Licensing Rights](#)

Tech Artificial Intelligence

Whoops, Samsung workers accidentally leaked trade secrets via ChatGPT

ChatGPT doesn't keep secrets.

By [Cecily Mauran](#) on April 6, 2023 [f](#) [t](#) [v](#)



A major whoopsie from Samsung. Credit: Getty Images

[f](#) > Tech

Never forget that anything you share with ChatGPT is retained and used to further train the model. Samsung employees have learned this the hard way after accidentally leaking top secret [Samsung](#) data.

Samsung employees accidentally shared confidential information while using ChatGPT for help at work. Samsung's semiconductor division has allowed engineers to use ChatGPT to check source code.

The leak is a real-world example of hypothetical scenarios privacy experts have been [concerned about](#). Other scenarios include sharing confidential legal documents or medical information for the purpose of summarizing or analyzing lengthy text, which might then be used to improve the model. Experts warn that it may violate GDPR compliance, which is why Italy recently [banned](#) ChatGPT.

Disciplinary judge approves lawyer's suspension for using ChatGPT to generate fake cases

Colorado's top attorney regulator said it was the state's first discipline decision to her knowledge involving AI

Michael Karlik michael.karlik@coloradopolitics.com Dec 2, 2023 0

10:02 Respondent: I think all of my case cites from ChatGPT are garbage...I can't even find the cases in Lexis.

10:03 Paralegal: Did you not check them after it gave them to you?

10:03 Respondent: no. like an idiot.

10:12 Paralegal: Are you going to withdraw it?

10:12 Respondent: I have no idea what to do. I am trying to find actual case law in our favor now to present to the judge. I don't have time for this...

Crabill "had never drafted a MSA. He went through past motions from the firm and sought to find templates for making an argument to set aside the judgment," the filing stated.

After filling in the template with case-specific details, Crabill wanted to bolster his legal citations. He used the AI program ChatGPT to search for cases that appeared to support his client's position. In the belief that he was using his client's money efficiently and reducing his own stress close to the deadline, he added the AI case citations to his brief without verifying their accuracy.

HOUSING AND HOMELESSNESS

This Prolific LA Eviction Law Firm Was Caught Faking Cases In Court. Did They Misuse AI?

Dennis Block runs what he says is California's "leading eviction law firm." A judge said legal citations submitted in Block's name for a recent case were fake. Six legal experts told LAist the errors likely stemmed from AI misuse.

By [David Wagner](#)

Published Oct 12, 2023 5:00 AM



Understand the Dangers of an Open System

- For software like ChatGPT, everything that you put into it becomes freely available (meaning the software takes that data and learns from it), so be very careful with what you put into it
- When vetting vendors/providers, ask if they share information with a third party
- Legal tech companies care more about your license to practice than a random third-party company, so they have more of an emphasis on security and a vested interest in protecting you
- Ask what type of guardrails the company has in place (1) for security purposes; and (2) to be able to verify the accuracy of the generative AI output



Intro to Prompt Engineering

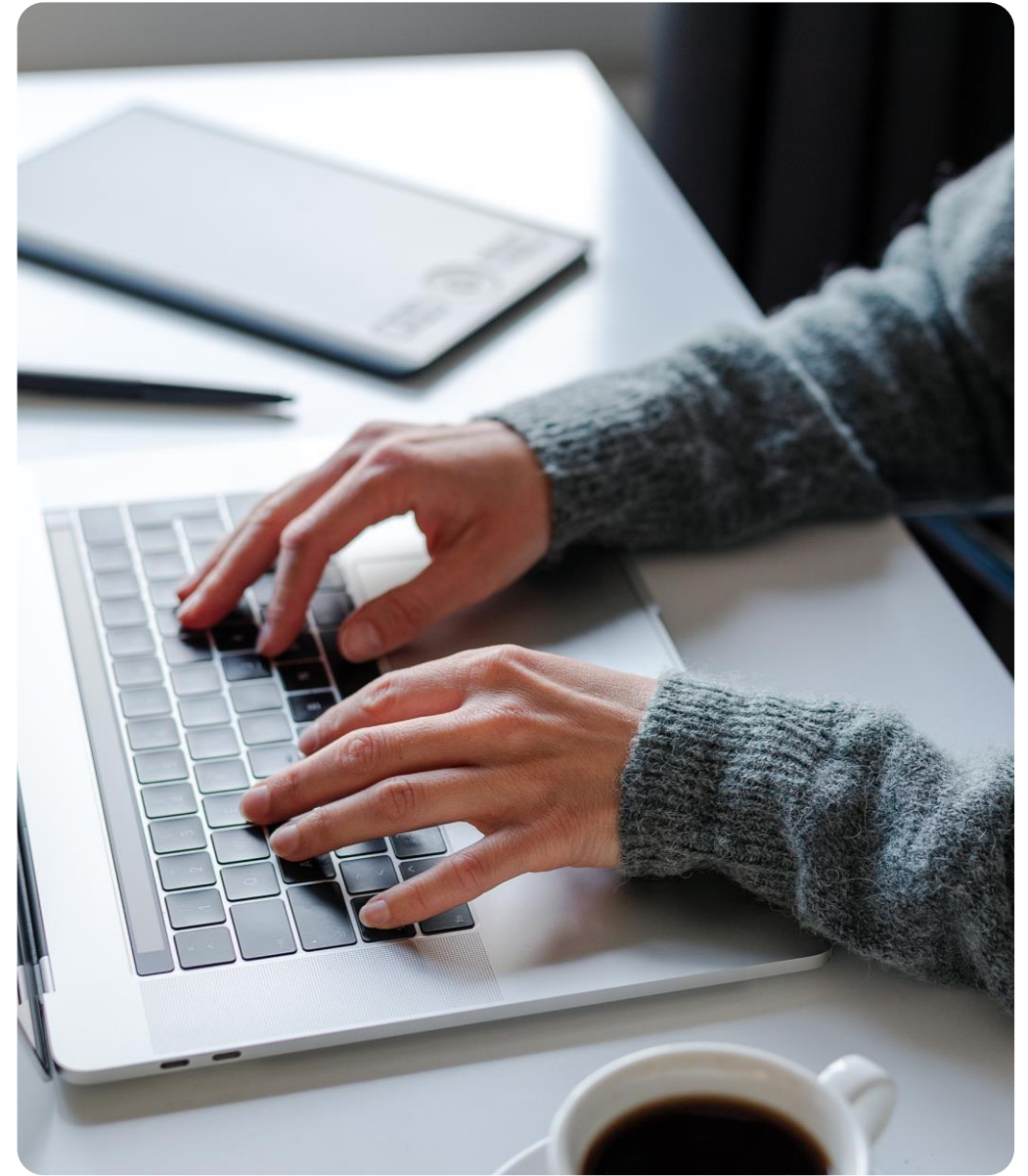


Prompt Engineering or Writing...

What is it exactly?

Why should I care about prompt writing?

- You get out of AI what you put into it – a bad prompt will not yield the results you want.
- Advantages over your peers
- Saves you time and energy
- No formal training needed





How Attorneys Used Prompts Before

Ideation

Can you give me a good opening argument for a contested divorce case?



Ladies and gentlemen of the court, esteemed members of the jury, and Your Honor,



Today, we gather here to address the painful reality of a broken bond, to navigate the stormy waters of a contested divorce. This courtroom becomes the battleground for emotions, the intersection of lives once intertwined, now seeking to find separate paths.

Throughout this trial, we will uncover the intricacies of a relationship that has crumbled, but it is essential that we remember the human element amidst the legal proceedings. Beyond the paperwork, beyond the arguments, we are dealing with real people, each experiencing their own anguish and heartache.

In these moments, it is easy to become overwhelmed by anger, resentment, and disappointment, but I implore you to focus on the quest for justice and fairness. Our duty here is not just to assess blame or apportion guilt; it is to ensure that the course we chart leads to a fair and equitable resolution for all involved parties.

The foundation of any marriage is built on trust, respect, and shared dreams. As we examine the evidence before us, we must bear in mind that these dreams, once shared, have diverged. We must unravel the complexities of this relationship and endeavor to divide assets, liabilities, and responsibilities with clarity and impartiality.

Throughout this trial, we will present compelling evidence, testimonies, and legal arguments to support our stance. But let us remember that beyond the legalities, there are hearts that are hurting, families in upheaval, and the future of innocent children hanging in the balance.

Our goal, as we progress, should not be to tear one party down, but rather to construct a new

Blog Posts

Can you give me a 600-word blog post on custody evaluators?



Title: Understanding the Role of Custody Evaluators in Family Law Cases



When parents go through a divorce or separation, one of the most challenging aspects is determining child custody arrangements. In such situations, family courts often appoint custody evaluators to assess the family's dynamics and recommend a custody plan that serves the best interests of the child. Custody evaluators play a crucial role in these cases, and understanding their responsibilities and expertise can help parents navigate the process more effectively.

What is a Custody Evaluator?

A custody evaluator is a trained professional, typically a psychologist or social worker, with specialized knowledge in child development, family dynamics, and family law. Their primary role is to assess the family's situation and provide an impartial evaluation of the parents' and children's needs, strengths, and challenges. The ultimate goal of their evaluation is to make custody and visitation recommendations that promote the child's well-being and ensure a stable and nurturing environment.

The Custody Evaluation Process

Custody evaluations involve a comprehensive and thorough examination of various aspects of the family's life. The process usually consists of the following key steps:

1. Initial Consultation: Once appointed by the court, the custody evaluator meets with both

Drafting

Can you draft an email about the discovery process to a client?



Subject: Update on Your Case: Important Information Regarding the Discovery Process



Dear [Client's Name],

I hope this email finds you well. As we continue to work diligently on your case, I wanted to provide you with a comprehensive update on the discovery process and its significance in our pursuit of a favorable resolution.

The discovery phase is a critical step in the legal proceedings, during which both parties exchange relevant information and evidence related to the case. This process allows us to gather essential facts, documents, and details that will shape the foundation of our arguments and strategies moving forward.

To ensure we are fully prepared to represent your interests effectively, I kindly request your assistance in the following aspects of the discovery process:

1. **Document Gathering:** Please begin collecting any documents related to your case, such as financial records, contracts, emails, or any other relevant materials. These documents can significantly contribute to building a robust case and help us better understand the intricacies of your situation.
2. **Open Communication:** If you come across any information that you believe could be pertinent to the case, please don't hesitate to share it with our legal team. Open communication is key to ensuring that we have a comprehensive understanding of your circumstances.
3. **Responding Promptly:** If you receive any requests for information or documents from the opposing party, please inform us immediately. We will guide you on how to respond



Prompt Writing for Attorneys



Tips

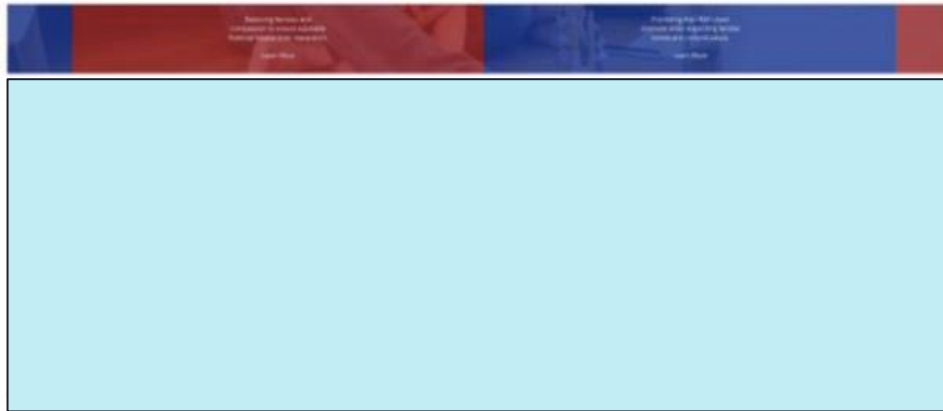
1. Be precise
2. Context is key
3. Specify the why and what
4. Manage biases and fairness
5. Iterate and refine
6. Practice practice practice

*Adapted from Loeb & Loeb LLP

Dos and Don'ts

Guidelines	Don't write this	Try this instead
Be specific	Discuss corporate law	What are the implications of the recent amendments to the Delaware General Corporate Law for mergers and acquisitions?
Use technical language	How do contracts work?	Can you explain the enforceability of draft-along provisions in private equity transactions
Demand precision	What's the latest in IP law?	What are the recent judicial interpretations of fair use under the Copyright Act post-2020?
Contextualise	How do I hand a difficult client?	What strategies are most effective for managing high-conflict personalities in major litigation cases?
Incorporate legal terminology	How to handle a lawsuit?	What are the best practices for conducting a voir dire in a complex criminal defense trial?
Think About Current Trends	Tell me about recent court rulings	What are the evolving legal standards in privacy law regarding consumer data as influenced by the latest federal appellate decisions?

Marketing Uses - Website Feedback



You are a legal marketing expert. review this picture of a website and evaluate whether it communicates a luxury brand that would appeal to high-end wealthy clients in family law matters and if not, how you would change it to capture that target

ChatGPT

Evaluating the image you've uploaded, which appears to be a screenshot of a law firm's website, I can offer the following insights and suggestions for conveying a sense of luxury that may appeal to high-end clients:

- Color Scheme:** The website uses a red, white, and blue color scheme, which is more reminiscent of national colors than luxury. High-end brands often use monochromatic color schemes with blacks, whites, and golds to convey elegance and exclusivity.
- Imagery:** The images on the site show a casual and approachable family scene. While this communicates warmth and approachability, it may not exude luxury. For a luxury brand, images should ideally be more stylized and professional, perhaps showcasing the attorneys in a sophisticated environment that reflects affluence.
- Font and Typography:** The font choices on the website are modern and clean, but they don't necessarily suggest luxury. Serif fonts, with their classic and formal feel, might better communicate the sophistication and professionalism expected by wealthy clients.
- Content Layout:** The layout is quite straightforward, which is good for usability but may not suggest bespoke services. Luxury brands often opt for unique, custom layouts that stand out and convey a tailored experience.
- Messaging:** The messaging on the website emphasizes "warmth" and "advocacy," which are important, but may not resonate with high-net-worth individuals who might be looking for terms like "discretion," "prestige," and "elite representation."
- Branding Elements:** The logo and overall branding could be more refined. Luxury brands usually have a distinctive emblem or monogram that signifies prestige. The branding should be consistent across all materials and communicate exclusivity.
- Quality of Design Elements:** Every aspect of the design should show attention to detail and high quality. This includes high-resolution images, premium-quality visuals, and an overall aesthetic that feels curated and exclusive.
- User Experience:** The website should offer an impeccable user experience, with intuitive navigation and features that showcase the firm's high-end services, such as client testimonials, case studies, and a showcase of the attorneys' expertise and accomplishments.
- Social Proof:** Including subtle indicators of the firm's success, such as awards, mentions in prestigious publications, or high-profile cases, can subtly convey luxury and success.

To capture the target audience of high-end wealthy clients, the website should be redesigned with a more refined and exclusive feel, incorporating the suggestions mentioned above. The goal is to create an atmosphere of elite service and unparalleled

Content Creation with Claude

Obligations of Lawyers Changing Firms ▾

PDF aba_formal_o...
356.06 KB

Thank you for sharing this opinion. Here are a few key takeaways:

- Lawyers have a right to leave a firm and clients have a right to choose their counsel, subject to conflicts of interest rules. Non-compete clauses are not allowed.
- Lawyers have a duty to promptly notify clients if they are changing firms so clients can decide who will represent them going forward.
- Firms may require reasonable notice of a lawyer's departure, to transition client matters and adjust staffing. But notice periods cannot unreasonably restrict a client's choice of counsel or a lawyer's ability to practice.
- During the transition period, the departing lawyer must still have access to firm resources needed to competently represent clients.
- Firms should not assign new lawyers to a client's matter before a lawyer's departure unless directed by the client or necessary due to urgent circumstances.
- Imposing a fixed notice period or financial penalty for early departure may violate ethics rules if not justified by the circumstances and transition needs. Cooperation by the departing lawyer is relevant.
- Overall, both the firm and departing lawyer must act reasonably to protect client interests during a lawyer's transition between firms.

In summary, the opinion seeks to balance lawyers' mobility rights with client protection and orderly transitions. Let me know if you need any clarification on the opinion or have additional questions!

Copy

list and summarize any opinions by the ABA or state relied on in this opinion

Here are some key opinions cited and summarized in ABA Formal Opinion 489:

- ABA Formal Opinion 99-414 (1999) - Lawyers have a duty to promptly notify clients when changing law firms so clients can decide who will represent them going forward. Departing lawyers and firms should try to agree on a joint communication to clients about the transition.
- D.C. Bar Opinion 273 (1997) - Lawyers must notify clients sufficiently in advance of departure to give them time to decide on representation and make new arrangements if needed.
- Illinois State Bar Association Advisory Opinion 91-12 (1991) - If a firm and departing lawyer cannot agree on a joint letter, the firm cannot prohibit the lawyer from contacting clients.
- New York Court of Appeals in Cohen v. Lord, Day & Lord (1989) - Financial disincentives for competitive departure are improper restrictions on practice under ethics rules.
- Massachusetts Supreme Court in Pettingell v. Morrison, Mahoney & Miller (1997) - Reduction in departure compensation based on firm net worth violates public policy behind ban on restrictions on practice.
- New Jersey Supreme Court in Jacob v. Norris McLaughlin & Marcus (1992) - Reduced departure compensation based on prior draws violates ethics rules.
- Oregon Court of Appeals in Gray v. Martin (1983) - Reduced share of future profits penalizes competitive departure.
- Arizona Opinion 99-14 (1999) - Firms and departing lawyers should try to agree on joint notice to clients regarding options for representation.

In summary, these opinions emphasize client choice, reasonable notice, prohibitions on financial disincentives for competitive departure, and the need to balance various interests during lawyer transitions.

Copy

Prompt Ideas

Purpose	Prompt Idea
Drafting Legal Documents	Generate a draft for a residential lease agreement compliance with California laws, including clauses on rent, security, deposit and termination
Legal Research	Find and summarize the key points of the latest case law regarding employee non-compete agreements in Texas
Legal forms & documents	Draft a non-disclosure agreement for a national retail business
Client communication templates	Create an email template for communicating delays in case proceedings to clients, emphasizing empathy and maintaining confidence
Case strategy development	Suggest potential legal strategies for a personal injury case where the client was injured in a workplace accident in Orlando, Florida, and there's a dispute over safety protocol adherence
Analysing legal documents	Analyse this contract for any clauses that could potentially be unfavourable to my client, a small business owner, especially focusing on liability and termination
Preparation for trials and hearings	Create a checklist of documents and evidence needed for an upcoming family law hearing focused on child custody where both parties reside in Nebraska
Professional development	Provide a summary of recent changes in tax law that could affect small businesses, including actionable advice for legal counsel
Client intake process	Draft a set of initial interview questions for a new client seeking representation in a New York bankruptcy case, aimed at understanding their financial situation and objectives
Marketing and business development	Create a blog post outline on the importance of estate planning, including key considerations for small business owners.
Ethics and compliance guidance	Summarize the ethical considerations for lawyers in the US when using AI tools in legal practice, according to the latest ABA guidelines
Document Review	Summarise the details of the affidavit in this matters
Legal Research	Show me examples of a case in Texas that has similar case details to my matter

How Attorneys Use AI: Real Examples

Case 3:24-cv-01006-JR Document 1 Filed 06/24/24 Page 1 of 8

Caroline Janzen, OSB #176233
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RUGGED LAW, INC.
4550 SW Hall Blvd
Beaverton, OR 97005
Phone: 503-520-9900
Fax: 503-479-7999
Attorney for Plaintiff

IN THE FEDERAL DISTRICT COURT
FOR THE DISTRICT OF OREGON
PORTLAND DIVISION

KEVIN LANE, an Individual	Case No.
Plaintiffs,	COMPLAINT FOR DAMAGES (EMPLOYMENT DISCRIMINATION)
v.	NOT SUBJECT TO MANDATORY ARBITRATION
HOOD RIVER COUNTY SCHOOL DISTRICT, a Public School District,	JURY TRIAL REQUESTED
Defendant.	

COMES NOW, Plaintiff, through counsel, and files this Complaint for Damages against the above-named Defendant. Plaintiff alleges as follows:

JURISDICTION, VENUE, AND PARTIES

1.

Venue for this action is proper in the District of Oregon. The Plaintiff worked at all times relevant to this Complaint for Defendant in Hood River, Oregon in Hood River County. Defendant is the Hood River School District, a public entity located in Hood River County, Oregon. Plaintiff exhausted his administrative remedies through the U.S. Equal Employment Opportunity Commission and is bringing this Complaint within the time limit allocated to him by statute.

2.

Page 1 – COMPLAINT FOR DAMAGES

RUGGED LAW, INC.
4550 SW Hall Blvd
Beaverton, Oregon 97005
Office: 503-520-9900; Fax: 503-479-7999

AI Assistant + Add files ...



3 requests remaining [Subscribe now](#)

What are the claims for relief pled in this complaint?


The claims for relief pled in this complaint are: ¹


1. First Claim for Relief: Unlawful Employment Discrimination Based on Religion in Contravention of Or. ² Rev. Stat. § 659A.030.
 - Plaintiff alleges that the Defendant failed to recognize or accommodate his sincerely held religious beliefs when he requested exceptions to the COVID-19 vaccine mandate. ³
 - Plaintiff claims that he was singled out, isolated, and made to wear additional personal protective equipment, which created a hostile work environment. ⁴
 - Plaintiff seeks economic damages of at least \$50,000.00, non-economic damages of at least \$100,000.00, punitive damages, and attorney's fees. ⁵
2. Second Claim for Relief: Unlawful Discrimination in Contravention of Title VII of the Civil Rights Act – 42 U.S.C. ⁶ §2000e et seq. ⁷
 - Plaintiff alleges that the Defendant failed to make a good faith effort to accommodate his religious beliefs when he requested religious exceptions to the COVID-19 vaccine mandate. ⁸
 - Plaintiff claims that he was singled out, isolated, and made to wear additional personal protective equipment, which resulted in a hostile work environment. ⁴
 - Plaintiff seeks economic damages of at least \$50,000.00, non-economic damages of at least \$100,000.00, punitive damages, and attorney's fees. ⁵

Ask a question about this document


 

How Attorneys Use AI: Real Examples

ChatGPT 4o 






 **Redacted copy.txt**
Document

You are the witness in the attached deposition. What do you know about the claim made by the high school student?



 In the deposition, I, as the witness, am aware of the following regarding the high school student's claim of sex abuse:


- 1. Communication from the Student's Parent:** There was an email communication from Ashley on November 16, in which she voiced concerns about inappropriate behavior by Gary towards her daughter and other girls in the wrestling group. This email was one of the two communications referenced in my testimony ([Redacted copy](#)).
- 2. Meeting Notes:** On November 18, a meeting took place to discuss the allegations further. The meeting notes, taken by the district secretary, indicated that the allegations involved inappropriate touching during a wrestling practice ([Redacted copy](#)).
- 3. Investigation of the Allegation:** Following the meeting, I reviewed video footage of the wrestling practice mentioned in the allegations. My review of the video did not find sufficient evidence to support the claim of inappropriate behavior to the level of mandatory reporting ([Redacted copy](#)).
- 4. Mandatory Reporting:** As a mandatory reporter, I need to have credible and sufficient information to trigger a report. In this case, the information from the meeting and the email was not consistent enough, and the video review did not support the allegations sufficiently to trigger a mandatory report ([Redacted copy](#)).
- 5. Further Actions:** I forwarded the email exchange with Ashley to my superintendent, Ms. Doland, indicating there were additional matters needing attention. However, I did not recall specifics about these other matters during the deposition ([Redacted copy](#)).

This summary reflects my understanding and actions related to the high school student's claim of sex abuse as presented during the deposition.

How Attorneys Use AI: Real Examples

Claude  Protecting Kids During COVID: Defendant's Opening Statement 


MSJ
TXT

BM You are representing defendant at trial in the case described in the attached memo. Write an opening statement that would take approximately 15 minutes to deliver. Focus on the motivations behind the decisions made by the defendant -- protecting kids and other staff members from COVID, and complying with the state's vaccine mandate for schools.

Thank you, Your Honor. Ladies and gentlemen of the jury, this case is about protecting vulnerable children during an unprecedented global pandemic. The evidence will show that the Northwest Regional Education Service District made difficult but necessary decisions to safeguard the health and lives of medically fragile students, while still accommodating the religious beliefs of its employees to the greatest extent possible.

Let me begin by telling you about the students served by NWRESD. These are children with severe disabilities - children who are medically fragile and at high risk of serious complications or death if they contract COVID-19. Many of these students were too young to be vaccinated in the fall of 2021 when the events of this case took place. NWRESD had a duty to protect these vulnerable children.

The evidence will show that in October 2021, the Oregon Health Authority issued a rule requiring school staff to be vaccinated against COVID-19. This rule allowed for religious exemptions, but also required schools to take reasonable steps to protect unvaccinated staff and students from contracting and spreading the virus.

NWRESD granted religious exemptions to every single employee who requested one, including the plaintiffs in this case. Not one employee was forced to get vaccinated against their religious beliefs. But NWRESD still had an obligation to protect its students. So it made the decision that unvaccinated staff would not be placed in positions requiring direct contact with students.

You'll hear from Dan Superintendent, who will testify about the impossible situation NWRESD faced - how to balance its legal and moral duty to protect vulnerable children with its desire to accommodate employees' religious beliefs. He'll explain that he simply could not in good conscience expose medically fragile students to unvaccinated staff and risk their lives.



Tone

Tone Correction



Received this letter from opposing counsel: "We will not appear for a deposition. your client is a jerk and I am seeking sanctions'. reply respectfully and tell them that appearance is required and encouraging cooperation



[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Opposing Counsel's Name]

[Opposing Counsel's Law Firm]

[Address]

[City, State, ZIP Code]

Re: Deposition Appearance and Cooperation

Dear [Opposing Counsel's Name],

I hope this letter finds you well. I am writing in response to your recent correspondence regarding the upcoming deposition in the matter of [Case Name]. I appreciate your candidness in expressing your concerns, and I believe it is essential that we address these matters in a respectful and cooperative manner.



First and foremost, it is important to note that the deposition is a crucial part of the discovery process, which allows both parties to gather information, present evidence, and clarify positions. As legal professionals, it is our duty to diligently represent our clients' interests and ensure the proper administration of justice. In light of these principles, I kindly request that you reconsider your decision not to appear for the deposition.

Cooperation between opposing counsels is paramount to the efficient resolution of legal matters. It is understandable that tensions can arise during contentious litigation, but it is our shared responsibility to maintain a professional and respectful environment throughout the process. By fostering a spirit of collaboration, we can facilitate the exchange of information and work towards achieving a fair and just outcome for our respective clients.

I propose that we find a mutually agreeable date and time for the deposition, taking into consideration our schedules and any other pertinent factors. I am confident that through open communication and a willingness to cooperate, we can conduct a deposition that is both productive and respectful.

If there are specific concerns or issues that have led to your current position, I kindly request that you communicate them to me. By understanding your perspective, we can work towards addressing any underlying issues and establish a more harmonious working relationship.

I look forward to your reconsideration and a prompt response. Should you have any further questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter, and I remain open to further discussions to ensure the smooth progress of the case.

Retainer Agreement



You are a lawyer who writes contracts. Draft a contract to serve as an engagement agreement with a client that includes the terms of this letter. Also fill in pertinent information. Client is named Bob Jones and rates are \$400/hr Also the lawsuit is brought against United Plumbers for employment discrimination, so please add those details. [Dear



-----:

Thank you for selecting ----- to represent you with respect to ----- This letter will confirm our recent discussion regarding the scope and terms of this engagement.

Our firm has agreed to represent you in this lawsuit. I personally will supervise the case.

However, it is

anticipated that other lawyers and legal assistants in the firm also will work on the case.

[Give some detail of the anticipated services, and discuss any limitation on the scope of the representation.]

[Straight hourly option] You have agreed to pay for our services based on the time we spend working

on the case. My current hourly rate is \$_____ per hour. The rates of our associates currently range

between \$_____ and \$_____ per hour. Legal assistants, who will be utilized where appropriate to

avoid unnecessary attorney fees, currently are charged at \$_____. These rates are subject



ENGAGEMENT AGREEMENT



Dear Bob Jones,

Thank you for selecting [Law Firm Name] to represent you with respect to the lawsuit brought against United Plumbers for employment discrimination. This letter will confirm our recent discussion regarding the scope and terms of this engagement.

Our firm has agreed to represent you in this lawsuit. I personally will supervise the case. However, it is anticipated that other lawyers and legal assistants in the firm also will work on the case, ensuring that all aspects of your case are thoroughly addressed.

Scope of Representation:

We will be representing you in all matters related to the employment discrimination lawsuit against United Plumbers. This includes, but is not limited to, gathering evidence, filing necessary paperwork, representing you in court, and negotiating any potential settlements.

Billing Options:

Straight Hourly Option:

You have agreed to pay for our services based on the time we spend working on the case. My current hourly rate is \$400 per hour. The rates of our associates currently range between \$250 and \$375 per hour. Legal assistants, who will be utilized where appropriate to avoid unnecessary attorney fees, currently are charged at \$150 per hour. These rates are subject to change once a year, usually in December. Generally, you will be billed for all time spent on your matter, including telephone calls.

Value Added Billing Option:

You have agreed to pay for our services based on the time we spend working on the case, with allowance for reduction or increase in fees under certain circumstances. My current hourly rate is \$400 per hour. The rates of our associates currently range between \$250 and \$375 per hour. Legal assistants, who will be utilized where appropriate to avoid unnecessary attorney fees, currently are charged at \$150. These rates are subject to change once a year, usually in December. On occasion, time may be written off before a statement is sent because we feel there has been some degree of inefficiency in the work, or for other reasons. On the other hand, fees may be raised above hourly rate levels, based on the complexity of the matter, superior results, or other factors. If applied, we will discuss any such increases with you, and believe you will find them appropriate.

Billing Statements:

We will forward billing statements monthly. They will contain a description of services, including the date, the person rendering the service, the amount of time involved, and a description of the task accomplished. Monthly statements also will itemize monies we have advanced on your behalf, such as service and filing fees, expert witness fees, and charges for investigation, travel and accommodation, telephone long distance,

Sharing... Regenerate

Estimate:

As discussed, our current estimate for this engagement is [Provide Estimate, e.g., \$10,000]. This estimate covers the initial investigation, filing, and initial court appearances. It does not include potential trial costs, expert witness fees, or any unforeseen expenses. This estimate is imprecise as my knowledge of the facts at this time is limited. We will advise you if fees will be significantly higher than this estimate. At such time, you may decide to restrict the scope of our efforts or we may make other adjustments. This estimate does not include cost items.

Advance Payment:

You have paid us the sum of [Provide Amount, e.g., \$2,000] as an advance against fees and costs, which we have deposited to our trust account. After your receipt of monthly statements, we will pay the amount of the statement from the trust account. If any portion of the advance is unexpended at the conclusion of the case, it will be refunded to you. If the advance is expended, you have agreed to pay subsequent monthly statements on receipt. An interest charge of one and one-half percent per month is charged on statement balances not paid within 30 days of billing.

No Guarantee:

You will appreciate we can make no guarantee of a successful conclusion in any case. However, the attorneys of this firm will use their best efforts on your behalf.

Special Disclosures:

[Include any special disclosures that may be appropriate, such as potential conflicts of interest, client confidentiality issues, etc.]

Protection of Your Interests:

My objectives are to provide you with excellent legal services and to protect your interests in the event of my unexpected death, disability, impairment, or incapacity. To accomplish this, I have arranged with another lawyer to assist with closing my practice in the event of my death, disability, impairment, or incapacity. In such event, my office staff or the assisting lawyer will contact you and provide you with information about how to proceed.

If this letter fairly states our agreement, will you please so indicate by signing and returning the enclosed copy in the enclosed business reply envelope. If you have any questions or concerns, please call me to discuss them. We greatly appreciate the opportunity to represent you on this case and look forward to working with you.

Sincerely,

Don't be afraid to experiment with it!

To sum up - AI BARCODE

B - **build** on previous prompts

A - tell it to consider your **audience** and tone

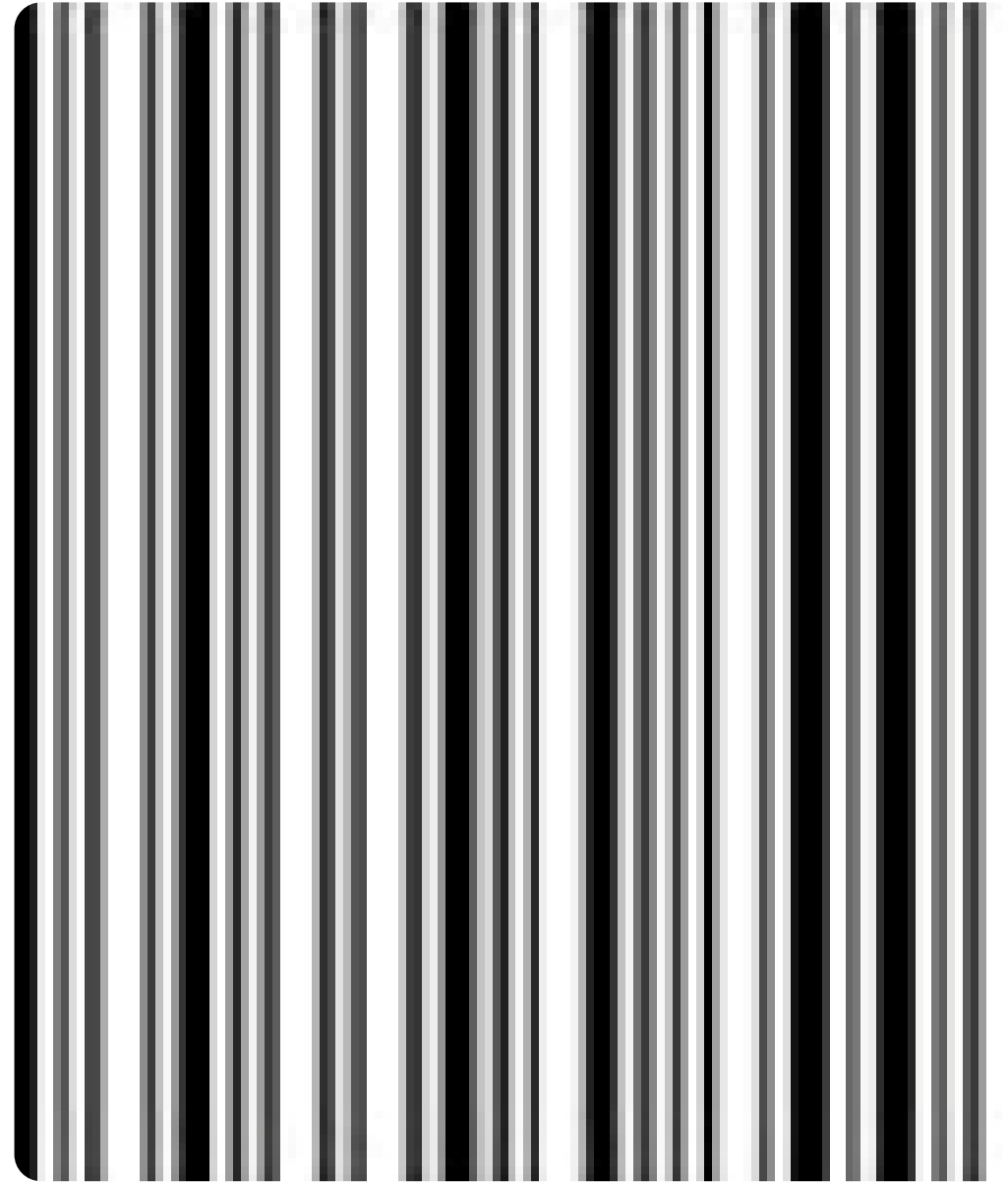
R - **redirect** when it makes mistakes

C - give it **context** - tell it to act as if it's your personal trainer or a judge

O - tell it the form of **output** you want

D - give it **direction** - do do this, don't do that

E - give it **examples** of the output you'd like

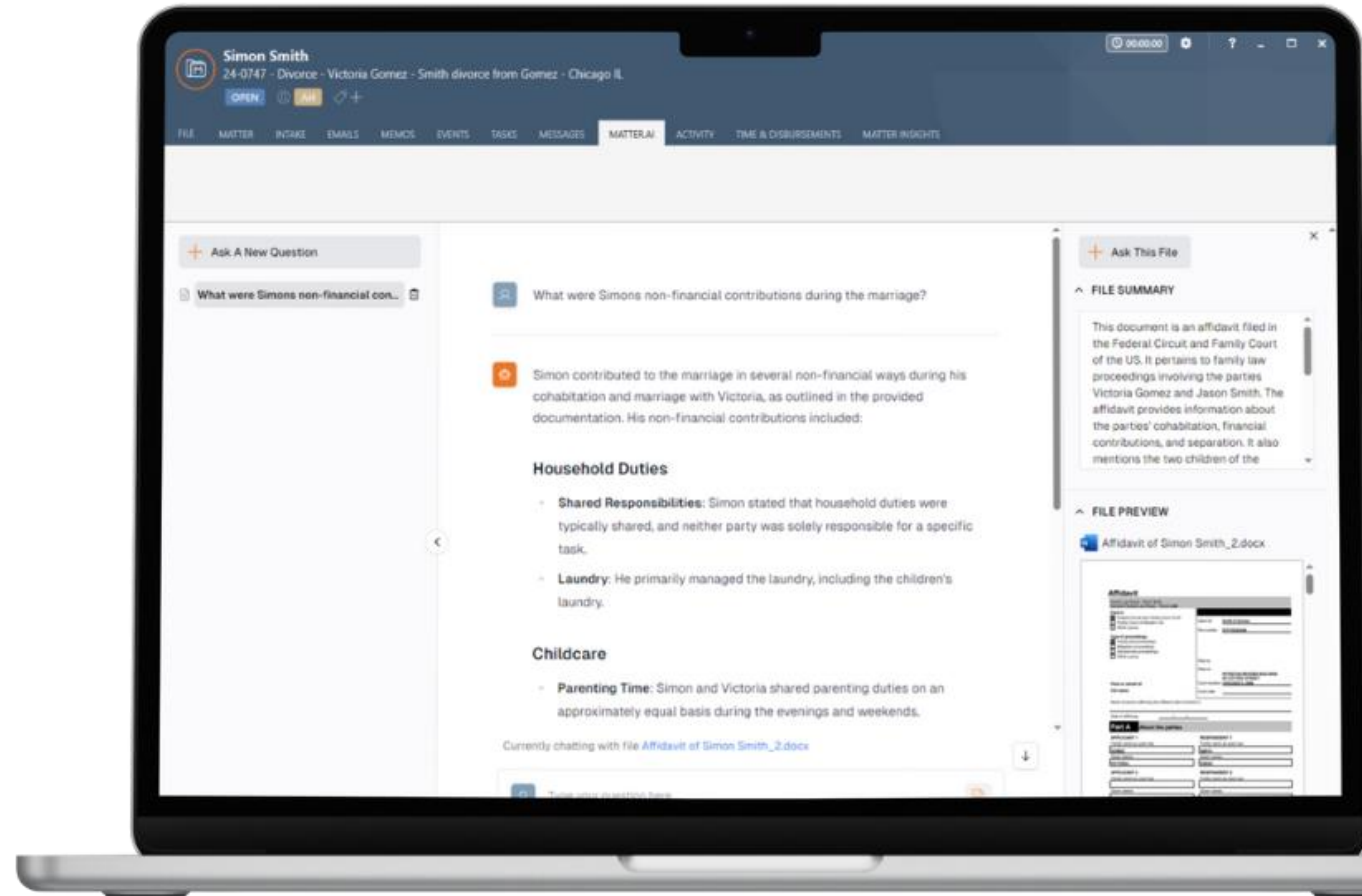


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Questions?



Thanks for joining!



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