



LET'S LEARN

LAW

AI Legal Drafting CHECKLIST

Think
Like a Lawyer.
Draft Like a
Professional.

Better Prompts
Better Drafts
Better Results



AI is your
assistant.
You are the
authority.

Your Smart Companion for
Faster, Smarter & Better Drafts!

- ☒ Plan.
- ☒ Prompt.
- ☒ Review.
- ☒ Perfect.



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Before You Open ChatGPT

The 5-Minute Preparation Checklist

☒ Understand the client's objective



☒ Read all available facts



☒ Identify governing law



☒ Know the document you need



☒ List missing information

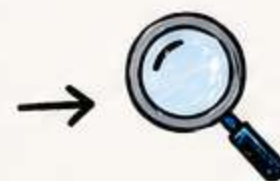


AI drafts.
Lawyers think.

The Smart Flow



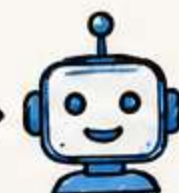
Facts



Issue



Objective



AI



Draft

Remember:

Good preparation =

Smarter prompts = Better drafts



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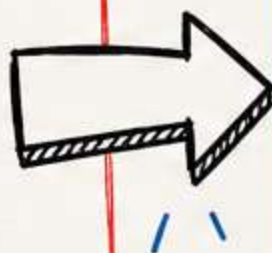
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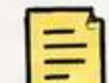
Never Ask AI Like This!

BAD PROMPTS

-   "Draft an agreement."
-   "Write a legal notice."
-   "Create a contract."
-   "Summarize this case."
(No context)



GOOD PROMPTS

-   **Parties** - Who are they?
-   **Jurisdiction** - Which country / law?
-   **Purpose** - What is the objective?
-   **Applicable Law** - Which laws apply?
-   **Timeline** - Any deadlines?
-   **Deliverables** - Format & tone?



Detail gives better results!

The Golden Formula

Great prompts save time, reduce edits & give clarity.

 **CONTEXT**
Give background & details

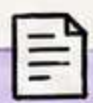
+

ROLE 
Tell AI who it should be

+

TASK 
Clearly state what to do

+

 **OUTPUT FORMAT**
Specify structure, length & style

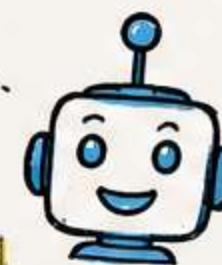
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EXCELLENT DRAFT 



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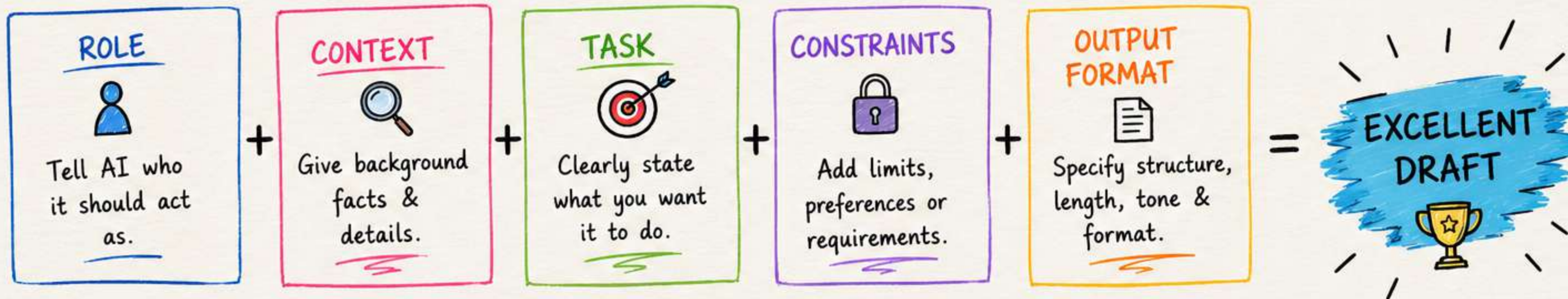


Better prompt,
Better draft!



The AI PROMPT Formula

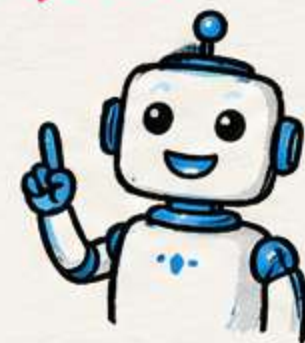
Tell AI exactly
what you want,
like a senior
lawyer would!



EXAMPLE PROMPT

- ROLE:** You are a senior corporate lawyer with 15+ years of experience.
- CONTEXT:** We represent a technology startup based in India. They want to enter into a service agreement with a US-based company.
- TASK:** Draft a comprehensive Service Agreement covering key commercial terms.
- CONSTRAINTS:** Governing law: India. Jurisdiction: Delhi courts. Include confidentiality, IP ownership, limitation of liability, termination and dispute resolution.
- OUTPUT FORMAT:** Provide the draft in professional legal language with clear headings and numbered clauses.

Specificity
is power!



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AI DRAFTING WORKFLOW

Follow this. Every time.

A good process =
A great draft!

AI is your assistant.
You are the lawyer.

1 CLIENT BRIEF



Understand the objective, facts, parties & desired outcome.

2 RESEARCH & GATHER INFO



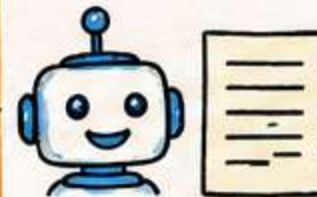
Collect relevant laws, precedents, clauses & examples.

3 WRITE SMART PROMPT



Use the AI prompt formula to give clear instructions.

4 AI GENERATES DRAFT



AI creates the first draft in seconds/minutes.

5 REVIEW & ANALYZE



Check accuracy, relevance, structure, and completeness.

6 EDIT & ENHANCE



Refine language, improve clauses, add missing protections.

7 LEGAL VERIFICATION & FINAL CHECK



Verify law, facts, citations & risks. Proofread & finalize.

REMEMBER!

- ✓ Think first.
- ✓ Prompt smart.
- ✓ Review deeply.
- ✓ Edit like a pro.
- ✓ Take responsibility.

Do not skip steps. Quality comes from your process, not just the tool.



NEVER SEND AI OUTPUT DIRECTLY!

It's a draft, not a decision.
You ensure accuracy, legality and professionalism.

PRO TIP

- ★ Save good prompts for future use.
- ★ Build your own clause bank.
- ★ Keep learning and updating your legal knowledge.

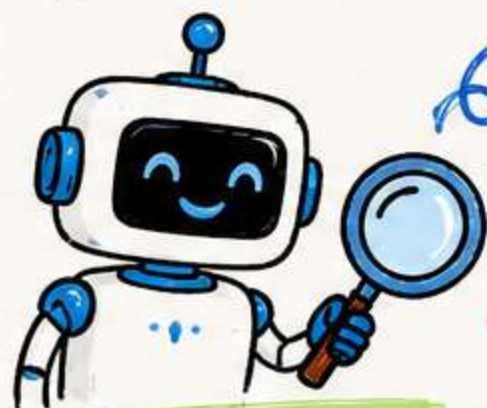


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You review.
You verify.
You own
the draft.



AI gives you
a draft.
You make it
legally perfect.

The Lawyer's REVIEW CHECKLIST



 Facts Correct	 Law Correct	 Dates Verified	 Parties Verified	 Definitions Accurate
 Jurisdiction Checked	 Clauses Reviewed	 Risks Identified	 Grammar Reviewed	 Final Proofread



Thorough review = Strong draft = Happy client



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AI can confidently sound wrong!

AI HALLUCINATION ALERT!

Always verify.
Always be sure.

COMMON MISTAKES



Fake Cases



Wrong Sections



Old / Outdated Law



Incorrect Citations



Imaginary Precedents

RULE

Trust AI for drafting.
Trust your research for the law.

★
VERIFY FROM



SCC Online



Manupatra



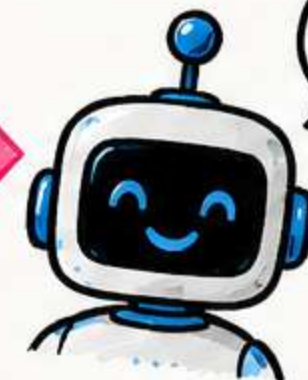
LexisNexis



Westlaw



Official Acts



Verify,
Then
Use!



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From simple
to complex,
AI can help
you draft!

AI CAN DRAFT THESE DOCUMENTS



1. Non-Disclosure
Agreement (NDA)



2. Employment
Agreement



3. Service
Agreement



4. Memorandum
of Understanding
(MOU)



5. Legal
Notice



6. Privacy
Policy



7. Terms &
Conditions



8. Board
Resolution



9. Lease /
Rent Agreement



10. Affidavit /
Declaration

AI drafts. Lawyers customize.



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AI RISK TRAFFIC LIGHT



SAFE



Grammar



Formatting



Summaries



Clause Ideas



REVIEW CAREFULLY



Contracts



Notices



Research



Client Emails



NEVER WITHOUT VERIFICATION



Court Filings



Case Citations



Legal Opinions



Compliance Advice



VERIFY. ANALYZE. THEN RELY.



BEFORE SENDING

ANY DRAFT



NAMES



DATES



NUMBERS



DEFINED TERMS



CROSS REFERENCES



ANNEXURES



SIGNATURE BLOCK



JURISDICTION



FORMATTING



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1.

THINK BEFORE
PROMPTING.

Clear facts =
Better output.



2.

VERIFY EVERY
CITATION.

AI can be wrong.
Your check makes
it right.



3.

NEVER UPLOAD
CONFIDENTIAL
DATA.

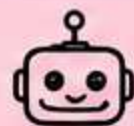
Protect client.
Protect trust.



4.

AI SAVES TIME,
NOT RESPONSIBILITY.

You are always
accountable.



5.

EDIT LIKE A
SENIOR LAWYER.

Refine. Tighten.
Make it yours.



6.

KEEP PROMPTS
SPECIFIC.

Specific in, specific out.
Be precise.



7.

BUILD YOUR
OWN PROMPT
LIBRARY.

Reuse. Refine.
Get better.



8.

KNOW THE LAW.
CITE THE LAW.
APPLY THE LAW.

AI assists.
You decide.



9.

YOUR JUDGMENT
IS IRREPLACEABLE.

Strategy, ethics
and advocacy are
human strengths.



AI DRAFTING GOLDEN RULES



GREAT LAWYERS = AI + HUMAN INTELLIGENCE





✦ THE ULTIMATE ✦ AI LEGAL DRAFTING CHECKLIST



1. BEFORE

- ☐  Facts & Background
- ☐  Parties & Their Roles
- ☐  Objective of the Document
- ☐  Applicable Laws / Regulations
- ☐  Key Documents / References



2. DURING

- ☐  Use a Clear & Specific Prompt
- ☐  Review AI Output Critically
- ☐  Edit, Refine & Structure the Draft
- ☐  Verify Facts, Citations & Legal Provisions
- ☐  Add Legal Judgment & Strategy



3. BEFORE DELIVERY

- ☐  Proofread Thoroughly
- ☐  Check Formatting, Spacing & Consistency
- ☐  Verify Annexures, Schedules & Cross References
- ☐  Check Signature Block, Dates & Place
- ☐  Final Legal Review (Client Ready)



“ AI is the fastest assistant. A lawyer is the final authority. ”

☆ USE AI WISELY. DRAFT SMARTLY. DELIVER CONFIDENTLY. ☆



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