Beyond the Search Bar: Prompt Pack

From Rachel Huff's talk for the SC Bar Technology Committee. Every prompt works in ChatGPT, Claude, Gemini, Copilot, Harvey, or Clio Work. Fill in the [brackets] and paste.

1. Give it the document
It works from what you hand it.

2. Role and audience
Who's writing, who's reading.

3. Let it interview you
"Ask me what you need first."

4. Check its work
A second prompt that hunts for weak spots.

5. Save what works
Projects, GPTs, Workflows, Skills.

The starter prompt

Use this shape for almost anything

```
You are a [practice area] lawyer in South Carolina.
Using the attached [document], write [what you need] for [who will read it].
Format: [length, tone, bullets or paragraphs].
Ask me what you need first.
```

Write

Firm AI use policy

When your firm needs written rules for AI.

```
Here is our current technology policy [attached]. Draft a new section on generative AI that covers which tools and plans are approved, what information may and may not go into them, and who reviews AI-assisted work before it leaves the firm. Use ABA Formal Opinion 512 as a reference. Ask me 3 questions first.
```

Bio for a program

When an organizer asks for a short bio.

```
Here is my long bio [paste]. Rewrite it in 2 sentences for a [Bar committee / CLE / panel] audience. Plain words, third person, no titles I didn't list.
```

Template cleanup

Before you reuse an old document as a template.

```
Replace every name, date, address, dollar amount, and case number in this document with a clear [PLACEHOLDER] label. List every change you made so I can check it.
```

Plain-English version

When a client, staff member, or committee needs the short version.

```
Rewrite this [public opinion / rule / policy] for [reader] at an 8th-grade reading level. Keep it under 200 words. Flag anything you simplified that changes the meaning.
```

Think

Interview me

When you know what you want but not how to start.

```
I need to create [a CLE outline / an article / a presentation] on [topic] for [audience]. Interview me one question at a time until you have what you need. Then give me an outline.
```

Stress-test my draft

Before a draft goes to a partner, a client, or a court.

```
Here is my draft [attached]. Act as opposing counsel. Find the three weakest points and explain how you would attack each one. Don't rewrite it.
```

Check your work

After any AI draft you plan to rely on.

```
Review your draft. List every fact, date, and citation in it, how sure you are about each, and what I should verify before I rely on it.
```

Save it for next time

When a conversation went well and you'll do it again.

```
Turn this conversation into reusable instructions I can save as a [Project / GPT / Workflow / Skill], so next time I only paste in the new [document].
```

Run the firm

Process checklist

When a process lives in one person's head.

```
Here are my rough notes on how we [open a new matter / close a file]. Turn them into a numbered checklist a new hire could follow. Flag any step that looks missing or unclear.
```

New-hire first week

When someone new starts Monday.

```
Using our attached office manual, write a first-week guide for a new [paralegal / associate]: what to read, who to meet, and what to try each day. Keep it to one page.
```

Excel formula

Whenever a spreadsheet is fighting you.

```
My spreadsheet has [what's in each column]. Write an Excel formula that [flags any date within 30 days of today]. Explain how to use it in one sentence.
```

Voice memo to email

When you talked it out in the car.

```
Here is a transcript of a voice memo [paste]. Turn it into a clear email to my team with a short summary, who owns each next step, and any dates. Keep my tone.
```

Before you paste client information: check your plan. Personal plans (Claude Free, Pro, or Max; ChatGPT Free or Plus) can train on your chats unless you turn that setting off. Business plans (Claude Team or Enterprise; ChatGPT Business or Enterprise) don't train by default. Every prompt above works without client information.

Prompts by practice area

Litigation

```
Here is a public complaint [attached] in a
case like ours. Build a deposition outline
for the plaintiff, grouped by topic, with
the paragraph each question comes from.

Here is my draft motion. List every factual
assertion that needs a record cite.
```

Transactional

```
Compare this sample [NDA / clause] against
our playbook [attached]. Flag every
difference and rate how risky each one is.

Write a plain-English summary of what each
section of our standard [agreement] does,
for a client.
```

Estate planning

```
Write a one-page handout for families on
what a [power of attorney] does and doesn't
do, at an 8th-grade reading level.

Turn our intake questionnaire [attached]
into a friendly checklist of what clients
should bring.
```

Family law

```
Write a plain-English overview of the
[divorce] process in South Carolina, from
filing to final hearing, for a first
consult. Mark anything I should verify.

Create a parenting-plan worksheet template
with [PLACEHOLDERS].
```

Criminal

```
Explain this public statute [paste] for a
client at an 8th-grade reading level. Flag
anything you simplified.

Using the attached public rules, build a
checklist of discovery to request in a [type
of case].
```

In-house and government

```
Review this vendor's AI terms [attached]
against the vendor questions in this pack.
Flag anything missing or unclear.

Draft a one-page employee FAQ: which AI
tools are approved and what information can
go in them.
```

Questions to ask any AI vendor

1. Does it train on our data? Can we turn that off in writing?
2. How long is our data kept, and where is it stored?
3. Who at the vendor can see our prompts and documents?
4. Is there a data processing agreement? A SOC 2 report?
5. Which other companies (subprocessors) touch our data?
6. Can we delete our data on request, and get confirmation?
7. Does it show its sources, so we can check them?
8. Which AI model does it run on, and does that change without notice?

Why "check your work" matters: in *Mata v. Avianca* (S.D.N.Y. 2023), lawyers were sanctioned $5,000 for filing a brief citing cases ChatGPT made up. Open every citation before you rely on it.

Plain-English glossary

LLM: the model behind the tool (GPT, Claude, Gemini). Legal tools run on these too.

Prompt: what you type, plus anything you attach.

Hallucination: a confident answer that's wrong, like a made-up case.

Project / GPT / Skill / Workflow: a saved setup with your instructions and files, so you don't start from scratch.

Connector: a link that lets the AI read another tool, like your email or documents.

Agent: AI that takes several steps on its own, like searching, drafting, and checking, before it answers.

Model training: a vendor using your chats to improve its AI. Business plans turn this off by default.

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