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AI Use Policy for [Law Firm Name]

1. Purpose and Scope

This policy governs the use of artificial intelligence (AI) tools and systems at [Law Firm Name]. It applies to all attorneys, paralegals, and staff members who use AI in any capacity related to firm business.

2. Definitions

- **Artificial Intelligence (AI):** Technology that performs tasks requiring human intelligence, including language processing, document analysis, and predictive analytics.
- **Generative AI:** Systems that create new content based on training data and prompts.
- **Client Confidential Information:** Any information protected by attorney-client privilege or work product doctrine.

3. Permitted AI Uses

The firm permits AI use for:

- Legal research and case law analysis
- Document review and due diligence
- Contract analysis and drafting assistance
- Time entry and administrative tasks
- Litigation analytics and outcome prediction
- Client intake processes

4. Approved AI Tools

- Only firm-approved AI tools may be used for client work
- Current approved tools include [list specific tools]
- Requests for new AI tools must be submitted to [designated person/committee]

5. Client Confidentiality and Data Protection

- No client confidential information may be input into public AI tools
- Use firm-approved AI tools with appropriate confidentiality agreements
- Redact or anonymize client information when using AI tools without specific confidentiality protections
- Review all AI-generated content before sharing with clients or third parties
- Document all AI use in client matters

6. Ethical Obligations

- Attorneys remain responsible for all work product, regardless of AI assistance
- AI tools must be used in compliance with Rules of Professional Conduct
- Maintain competence in understanding AI capabilities and limitations
- Disclose AI use to clients when appropriate
- Exercise independent professional judgment when reviewing AI outputs

7. Training and Competence

- All personnel must complete basic AI training before using AI tools for client work
- Advanced users must complete additional training on specific AI applications

- Training will be updated as AI technology evolves

8. Oversight and Compliance

- [Designated person/committee] will oversee AI use and policy compliance
- Regular audits of AI use will be conducted
- Violations of this policy may result in disciplinary action

9. Policy Review

This policy will be reviewed annually and updated as needed to reflect changes in technology, law, and best practices.

10. Acknowledgment

All firm personnel must acknowledge receipt and understanding of this policy.

Would you like me to expand on any particular section of this policy, Carolyn? I can also customize it further if you have specific requirements for your law firm.