

Prompt Documentation Log

Use this log to document how you used an AI tool during legal research, drafting, or analysis. Preserve enough information to explain what you used, why you used it, what the tool produced, and how you verified it.

Project or Assignment

Matter / assignment name:

Research question or task:

Date:

Tool used:

Tool type:

- ☐ Public / consumer AI tool
- ☐ Institutionally approved AI tool
- ☐ Legal research AI tool
- ☐ Other:

Before Prompting

What was I asking the tool to do?

- ☐ Brainstorm legal issues
- ☐ Summarize background law
- ☐ Generate search terms
- ☐ Compare sources
- ☐ Draft language
- ☐ Critique a draft
- ☐ Organize research
- ☐ Other:

What information did I exclude from the prompt for confidentiality or privacy reasons?

What information did I generalize, anonymize, or replace?

What legal constraints did I include?

- ☐ Jurisdiction:
- ☐ Timeframe:
- ☐ Source type:
- ☐ Procedural posture:
- ☐ Client or audience:
- ☐ Other limits:

Prompt Entered

Paste the prompt here:

Output Received

Briefly summarize the output:

What parts seemed useful?

What parts seemed questionable, incomplete, overconfident, or unsupported?

Did the tool cite legal authority?

- ☐ Yes
- ☐ No

Did the tool make factual assumptions?

- ☐ Yes
- ☐ No
- ☐ Unsure

Verification Plan

What must be verified before this output can be used?

- ☐ Existence of cited authority
- ☐ Accuracy of quotations
- ☐ Currentness / good law
- ☐ Jurisdiction

- ☐ Procedural posture
- ☐ Statutory or regulatory text
- ☐ Effective dates
- ☐ Contrary authority
- ☐ Factual claims
- ☐ Other:

What sources or tools did I use to verify?

What did verification reveal?

Final Use Decision

How did I use the AI output?

- ☐ Did not use
- ☐ Used only for brainstorming
- ☐ Used to identify research paths
- ☐ Used after significant revision
- ☐ Used after full verification
- ☐ Other:

What did I change before relying on or sharing the work?

What questions remain?

Disclosure Note

If I needed to explain this AI use to a professor, supervising attorney, client, court, or teammate, I would say:

I used [tool] to [purpose]. I did not include [confidential or excluded information]. The tool produced [type of output]. I verified [items verified] using [sources]. I did not rely on [unverified or problematic parts]. My final work reflects my independent judgment because [explanation].