



LAW FIRM AI POLICY PLANNING WORKSHEET

A guided worksheet for making practical, responsible AI decisions.

Firm name

Completed by

Date / review cycle

HOW TO USE THIS WORKSHEET

Bring together firm leadership, attorneys, operations, IT/security, and other appropriate advisors. Work through each section, identify unresolved issues, and assign ownership for next steps.

IMPORTANT

This worksheet supports internal planning and discussion. It is not a model policy, legal advice, or an ethics opinion. Each firm should obtain appropriate review of its final policy for the jurisdictions, courts, clients, practice areas, insurance requirements, and technologies involved.

A practical resource from Woven Legal

START

Before You Begin

Create the right working group and define what a successful policy should accomplish.

DISCUSS Why the firm is creating or revisiting its AI policy.

DECIDE Who must participate, who approves the policy, and who owns it after adoption.

DOCUMENT The policy owner, review cycle, and decision-making group.

What prompted this work now?

Who should participate in policy development and approval?

Who will own updates, training, and enforcement?

- ☐ New AI tools are already being used
- ☐ A client or court raised the issue
- ☐ The firm wants clearer guardrails
- ☐ The firm is evaluating new technology
- ☐ The existing policy is outdated or incomplete
- ☐ Other: _____

SECTION STATUS

☐ Complete ☐ Needs leadership discussion ☐ Needs legal / ethics review ☐ Needs technology / security review

KEEP IT PRACTICAL

The final policy should be understandable to the people expected to follow it. Avoid language that is so technical or restrictive that employees work around it.

1

Define the Firm's Goals

Start with the business, client-service, and risk-management outcomes AI should support.

DISCUSS Where work is repetitive, delayed, inconsistent, or overly dependent on individual memory.

DECIDE Which outcomes matter most and which workflows should be addressed first.

DOCUMENT Priority goals and the first practice areas or departments to evaluate.

What does the firm want AI to help improve?

Where is work currently delayed, repeated, or stuck?

Which workflows should be addressed first?

- ☐ Increase capacity without unnecessary overhead
- ☐ Reduce repetitive or manual work
- ☐ Improve consistency and quality control
- ☐ Improve response time or client communication
- ☐ Support research, drafting, or document review
- ☐ Improve internal knowledge sharing
- ☐ Other: _____

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2

Understand Current AI Use

A sound policy must reflect the tools people are already using - formally or informally.

DISCUSS Which AI-enabled tools are in use, who uses them, and what information is being entered.

DECIDE Which uses may continue, which require review, and which should stop immediately.

DOCUMENT A current-state inventory of tools, users, purposes, and data types.

Which tools or AI-enabled features are currently being used?

Are attorneys or staff using tools that have not been formally reviewed?

Which existing tools are underused, overlapping, or duplicative?

- ☐ Generative AI assistants
- ☐ Legal research platforms with AI features
- ☐ Practice management or CRM AI
- ☐ Document drafting, review, or summarization
- ☐ Transcription, translation, or meeting notes
- ☐ E-discovery or litigation technology
- ☐ Microsoft 365 / Google Workspace embedded AI
- ☐ Other: _____

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TECHNOLOGY CHECK

Before adding another AI product, determine whether the firm's current systems already offer similar features. New technology should reduce manual work or improve visibility - not create more overlap.

3

Set the Scope of the Policy

Clarify who, what, and which types of work the policy covers.

DISCUSS Which people, vendors, systems, and work types should be governed.

DECIDE Whether the policy applies to client work, administrative work, marketing, internal operations, or all of the above.

DOCUMENT Covered users, covered technologies, and any exclusions.

Who must follow the policy?

Which categories of AI and embedded AI features are covered?

Does the policy apply to contractors, vendors, and co-counsel?

- ☐ Partners and associates
 - ☐ Paralegals and legal assistants
 - ☐ Administrative and operations staff
 - ☐ Contractors and temporary personnel
 - ☐ Outside vendors and service providers
 - ☐ Co-counsel or affiliated firms
 - ☐ All AI-enabled features embedded in existing software
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4

Approve Tools and Review Vendors

Define how a tool becomes approved and what must be reviewed before firm or client data is used.

DISCUSS Security, confidentiality, retention, training, access, integration, and vendor-contract issues.

DECIDE Who may approve tools and what minimum review is required.

DOCUMENT The approval workflow and location of the approved-tools list.

Who has authority to approve or reject an AI tool?

What information must be reviewed before approval?

Where will approved tools and approved uses be documented?

- ☐ Data retention and deletion
- ☐ Use of prompts or uploaded information for model training
- ☐ Encryption and security controls
- ☐ Access permissions and audit logs
- ☐ Confidentiality and data-processing terms
- ☐ Location and handling of stored data
- ☐ Integration with firm systems
- ☐ Cyber-insurance requirements
- ☐ Vendor breach-notification terms
- ☐ Ability to disable or limit data sharing

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5

Protect Client and Firm Information

Decide what information may be entered into each tool and under what conditions.

DISCUSS Which data types create the highest confidentiality, privilege, privacy, contractual, or regulatory risk.

DECIDE What may never be entered into public or unapproved tools and when anonymization is required.

DOCUMENT Data-handling rules for each approved tool or use category.

What information may never be entered into an unapproved or public AI tool?

When may client information be used in an approved tool?

When must information be minimized or anonymized?

- ☐ Client or opposing-party names
- ☐ Privileged communications
- ☐ Nonpublic matter facts
- ☐ Draft pleadings, contracts, or discovery
- ☐ Medical, financial, employment, or trade-secret information
- ☐ Information subject to an NDA, protective order, or sealing order
- ☐ Credentials, passwords, or security information
- ☐ Other restricted data: _____

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6

Classify Permitted, Restricted, and Prohibited Uses

Use a simple traffic-light framework employees can understand and apply.

Complete the table with examples that fit your firm's work.

Category	Firm examples	Required safeguards	Approval needed
GREEN Generally allowed	Grammar edits, formatting, nonconfidential brainstorming, internal checklists _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____
YELLOW Allowed with safeguards	Drafting client materials, summarizing client documents, legal research support, document comparison _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____
RED Prohibited or special approval	Uploading privileged data to public tools, unverified citations, final legal judgment, synthetic evidence _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____

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WOVEN LEGAL STRATEGY SESSION

Not sure how to translate these categories into practical workflows and tool rules? A complimentary strategy session can help your team identify the decisions that still need to be made.

7

Require Human Review and Verification

AI output should be treated as a starting point - never final work product.

DISCUSS Where errors, hallucinations, missing context, or overreliance could create meaningful risk.

DECIDE What must always be verified and who is accountable for final review.

DOCUMENT Review standards for different work types and the responsible reviewer.

What must always be independently verified?

Who is responsible for final approval?

What tasks may AI assist with but never complete independently?

- ☐ Case citations and quotations
- ☐ Statutes, regulations, and procedural rules
- ☐ Filing deadlines and court requirements
- ☐ Factual summaries and record citations
- ☐ Contract clause summaries
- ☐ Calculations and financial information
- ☐ Client communications or recommendations
- ☐ Other: _____

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8

Address Research, Filings, and Court Requirements

Build additional safeguards around work submitted to a court or relied upon for legal analysis.

DISCUSS How legal authorities and factual assertions will be checked and how current court requirements will be monitored.

DECIDE What certification, review, or disclosure steps are required before filing or serving work.

DOCUMENT The source-verification process and responsibility for checking court-specific requirements.

Which reliable sources must be used to verify legal authority?

Who checks local rules, standing orders, and judge-specific requirements?

What additional review is required for pleadings, briefs, affidavits, discovery, and expert materials?

- ☐ All authorities verified in a reliable primary or legal research source
 - ☐ Factual statements confirmed against the record
 - ☐ Quotations and parentheticals checked for accuracy
 - ☐ Court and judge-specific AI rules checked before filing
 - ☐ No AI-generated expert opinions without appropriate review
 - ☐ Special review for privilege logs and document productions
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9

Plan for Client Disclosure and Consent

Distinguish routine administrative uses from uses that may materially affect client work, data, fees, or strategy.

DISCUSS When client expectations, engagement terms, outside counsel guidelines, or data handling may require disclosure or consent.

DECIDE When disclosure or consent should be considered and who makes that determination.

DOCUMENT The firm's default approach and any client-specific restrictions.

When should a client be informed about AI use?

When might consent be required or advisable?

Where will client-specific technology restrictions be recorded?

- ☐ Client confidential information will be processed by an outside vendor
 - ☐ AI materially assists substantive legal work
 - ☐ Client guidelines restrict technology use
 - ☐ A protective order, NDA, or regulation affects data handling
 - ☐ AI use materially affects fees, staffing, or strategy
 - ☐ The client asks whether AI is being used
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10

Set Billing and Timekeeping Rules

Ensure AI-assisted work is described and billed accurately and reasonably.

DISCUSS How AI affects time spent, work descriptions, tool costs, and client expectations.

DECIDE What may be billed and how AI-assisted work should be described.

DOCUMENT Billing rules, approval requirements, and engagement-letter language where needed.

How will AI-assisted work be described in time entries?

May learning or experimentation time be billed?

When may tool costs be passed through to a client?

- ☐ Bill only for time actually and reasonably spent
- ☐ Do not bill the client for time saved by AI
- ☐ Do not bill for learning a tool unless authorized and reasonable
- ☐ Review AI-assisted work before billing
- ☐ Pass through tool costs only when permitted
- ☐ Describe work accurately without creating a misleading impression

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11

Train, Supervise, and Document Use

A policy works only when people understand it and supervisors reinforce it.

DISCUSS What different roles need to know and which uses require specialized training or closer supervision.

DECIDE Who must complete training, who supervises use, and what records should be kept.

DOCUMENT Training requirements, supervisory responsibilities, and higher-risk use records.

Who must complete training before using AI for firm or client work?

Who reviews AI-assisted work created by staff, contractors, or vendors?

What should be documented for higher-risk uses?

- ☐ Tool used and purpose
- ☐ Whether client data was entered
- ☐ Whether disclosure or consent was considered
- ☐ Responsible lawyer or supervisor
- ☐ Verification steps completed
- ☐ Final human-approved output
- ☐ Incident or exception approvals

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12

Create an Incident-Response Process

Mistakes should be escalated quickly, consistently, and without fear of concealment.

DISCUSS What could go wrong and which internal or external parties may need to be notified.

DECIDE Who receives reports, who leads the response, and what immediate steps are required.

DOCUMENT An escalation path, contact list, and documentation process.

What events require immediate escalation?

Who must be notified internally?

Who determines whether the client, court, carrier, or vendor must be contacted?

- ☐ Confidential information entered into the wrong tool
 - ☐ Hallucinated or inaccurate content filed or served
 - ☐ Incorrect AI-generated advice sent to a client
 - ☐ Vendor breach or suspected unauthorized access
 - ☐ Court inquiry about AI use
 - ☐ Client complaint or concern about AI use
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13

Assign Policy Ownership and Review

AI tools, vendor practices, and governing requirements will continue to change.

DISCUSS How the firm will keep the policy, training, and approved-tools list current.

DECIDE Who owns each responsibility and what events trigger an immediate update.

DOCUMENT A review cadence, change-management process, and accountable owners.

Who owns the policy?

How often will it be reviewed?

What events trigger an immediate review?

- ☐ Adoption of a new AI tool or major feature
 - ☐ Vendor changes to data use or retention terms
 - ☐ New court or client requirements
 - ☐ Security incident or near miss
 - ☐ Material error in AI-assisted work
 - ☐ Changes to applicable professional or regulatory guidance
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ACTION

Turn Decisions Into an Action Plan

Capture unresolved issues, assign owners, and set realistic target dates.

#	Priority decision or task	Owner	Target date	Status
1				☐ Not started ☐ In progress ☐ Complete
2				☐ Not started ☐ In progress ☐ Complete
3				☐ Not started ☐ In progress ☐ Complete
4				☐ Not started ☐ In progress ☐ Complete

5				☐ Not started ☐ In progress ☐ Complete

**TURN YOUR
ANSWERS INTO AN
ACTION PLAN**

Woven Legal helps law firms evaluate current workflows, technology utilization, tool overlap, and practical opportunities for AI integration. Schedule a complimentary strategy session, or begin with a Woven Legal Capacity Audit for a structured review and prioritized workflow plan.

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This resource is for general educational and operational-planning purposes only and should not be treated as legal or ethics advice.