

AI Prompt Library • Legal & Compliance

Practical GenAI prompts for legal and compliance functions • Aurorae Group, LLC

This reference provides ready-to-use GenAI prompts for legal and compliance functions. Each prompt is a starting point — customize the bracketed fields and refine the output before use. AI-generated content does not constitute legal advice and must be reviewed by qualified legal counsel before being relied upon for compliance, contractual, or regulatory purposes. These prompts are designed for use with current generative AI tools including ChatGPT, Claude, and Gemini.

Policy Drafting & Review

1	Use Case	Generate a first draft of an organizational policy that captures required elements and can be refined by legal counsel.
	Sample Prompt	<i>You are an experienced policy writer familiar with [sector, e.g., nonprofit / corporate] governance requirements. Please draft a first version of a [policy name, e.g., conflicts of interest policy / whistleblower policy / data retention policy] for [Organization Name], a [organization type] with approximately [headcount] employees. The policy should cover: purpose and scope, definitions of key terms, the specific obligations or prohibitions, the process for reporting or escalating concerns, consequences for non-compliance, and a review and update schedule. Flag any sections that require legal review before adoption. Tone: clear, plain-language, and appropriate for a general employee audience.</i>
	Value	Gives legal and compliance teams a strong starting point rather than a blank page. Significantly reduces drafting time on routine policies while ensuring key elements are captured.

2	Use Case	Translate complex legal or regulatory language into plain-language summaries that employees can understand and act on.
	Sample Prompt	<i>You are an experienced legal communicator. I am going to paste in a section of [describe the source: a regulation / a contract clause / an internal policy]. Please rewrite it in plain language for [describe audience: general employees / managers / board members] with no legal background. Preserve all required compliance elements and legal obligations. Use short sentences, active voice, and everyday vocabulary. Format as a brief overview paragraph followed by a bullet list of what the reader needs to know and do. Note any terms that must remain in their original legal form. [Paste text here]</i>
	Value	Dramatically improves compliance rates by making requirements accessible to non-legal audiences. Reduces repetitive legal inquiries by enabling self-service understanding.

3	Use Case	Review a contract or agreement and produce a structured summary of key terms, obligations, and risks.
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	Sample Prompt	<i>You are an experienced contracts analyst. I am going to provide the key provisions of a [contract type, e.g., vendor agreement / grant agreement / employment contract]. Please produce a structured summary covering: the parties and their core obligations, key financial terms (amounts, payment schedules, penalties), the most significant risks or unusual clauses, any missing provisions that are typically standard for this contract type, and a brief recommendation on whether to proceed, request modifications, or escalate to legal counsel. This summary is for internal use only. [Paste contract provisions here]</i>
	Value	Accelerates contract review by producing a leadership-ready summary without replacing qualified legal review. Helps non-legal staff identify issues before escalating to counsel.

Compliance & Risk Management

4	Use Case	Develop a compliance checklist for a specific regulatory requirement, audit, or organizational process.
	Sample Prompt	<i>You are an experienced compliance professional. Please create a practical compliance checklist for [describe the requirement, e.g., annual conflict of interest disclosures / GDPR data subject rights / grant reporting requirements]. The checklist should include: each required action or verification, the responsible party for each item, the applicable deadline or frequency, and a notes column for tracking completion. Format as a table suitable for use as a working document. Flag any items that require legal or specialist sign-off.</i>
	Value	Standardizes compliance processes and reduces the risk of missed requirements. Gives teams a practical tracking tool that supports accountability and audit readiness.

5	Use Case	Draft a clear, accessible explanation of a compliance requirement or legal obligation for staff training or onboarding.
	Sample Prompt	<i>You are an experienced compliance trainer. I need to explain [describe the requirement, e.g., mandatory reporting obligations / data privacy rules / anti-harassment policy requirements] to [audience, e.g., new employees / managers / the board]. Please write a [short explanation / training module outline / FAQ document] that: describes what the requirement is and why it exists, explains what employees are specifically required to do or avoid, gives 2-3 realistic examples of compliant and non-compliant behavior, and explains how to report a concern or ask a question. Tone: clear, non-threatening, and practical. Avoid legal jargon.</i>
	Value	Builds genuine understanding of compliance obligations rather than checkbox awareness. Well-designed training reduces liability and builds a culture of integrity.

6	Use Case	Identify potential legal or compliance risks in a described situation and suggest mitigation steps.
	Sample Prompt	<i>You are an experienced risk and compliance advisor. I am going to describe a situation or proposed action at our organization. Please: identify the 3-5 most significant legal or compliance risks it presents, explain the potential consequence of each risk if it materializes, suggest a practical mitigation step for each, and note which risks should be escalated to legal counsel before proceeding. Be specific — avoid generic advice. This analysis is for internal planning purposes only and does not constitute legal advice. [Describe the situation here]</i>
	Value	Surfaces compliance risks before they become incidents. Helps non-legal leaders make more informed decisions and know when to escalate to qualified counsel.

Documentation & Records

7	Use Case	Draft formal documentation for an incident, complaint, or investigation that is factual, complete, and appropriate for the record.
	Sample Prompt	<i>You are an experienced HR or compliance professional drafting formal documentation. I need to document [describe the situation: a complaint received / an investigation finding / an incident report]. Key facts: [who, what, when, where]. Steps already taken: [list]. Please draft a formal memo or report that: states the facts objectively without editorializing, describes the process followed, notes the outcome or finding, and specifies next steps or remediation required. Tone: factual, professional, and neutral. Avoid language that assigns blame or draws legal conclusions. Flag any sections that require legal review.</i>
	Value	Produces records that are factually complete and professionally appropriate for HR files, legal review, or regulatory purposes. Reduces the risk of documentation that inadvertently creates liability.

8	Use Case	Draft a non-disclosure or confidentiality notice for use with contractors, partners, or in specific communications.
	Sample Prompt	<i>You are an experienced legal drafter familiar with standard confidentiality agreements. Please draft a [short NDA clause / confidentiality notice / data handling acknowledgment] for use with [describe context: contractors / event participants / research collaborators]. It should cover: what information is considered confidential, the obligations of the receiving party, the duration of the confidentiality obligation, and any standard exceptions (e.g., publicly available information, required legal disclosure). Keep language clear and plain where possible. Flag any provisions that should be reviewed by legal counsel before use.</i>

	Value	Provides a workable starting point for routine confidentiality needs. Reduces turnaround time on standard agreements while ensuring key protections are in place.
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Ethics & Governance

9	Use Case	Draft board or leadership ethics guidance on a specific topic such as conflicts of interest, gift policies, or AI use.
	Sample Prompt	<i>You are an experienced governance advisor. Please draft guidance for [board members / senior leaders] on [topic, e.g., identifying and managing conflicts of interest / appropriate acceptance of gifts / responsible use of AI tools in their roles]. The guidance should: explain why this topic matters for the organization, define key terms or scenarios clearly, describe the specific obligations and process for disclosure or escalation, and provide 2-3 realistic examples of situations leaders may encounter. Tone: collegial and direct, written for senior professionals, not a general employee audience.</i>
	Value	Gives boards and senior leaders practical, scenario-based guidance rather than abstract policy language. Reduces governance risk by building genuine understanding rather than compliance-by-checkbox.

10	Use Case	Prepare a structured summary of a governance or compliance issue for board or leadership review.
	Sample Prompt	<i>You are an experienced governance professional. I need to prepare a briefing for [the board / senior leadership] on [describe the issue, e.g., a regulatory change / a compliance finding / a legal matter]. Please structure the briefing to include: a plain-language description of the issue and its relevance to the organization, the key facts and timeline, the options available and their respective risks, the recommended course of action and rationale, and any decisions required from the board or leadership. Keep it to 1-2 pages. Tone: clear, objective, and decision-focused. [Provide relevant context here]</i>
	Value	Translates complex legal or compliance matters into governance-ready briefings that support informed decision-making. Helps leadership engage substantively with issues rather than deferring entirely to counsel.

Important: AI-generated content does not constitute legal advice. All outputs in this domain must be reviewed by qualified legal counsel before being relied upon for compliance decisions, contract execution, or regulatory submissions. Do not input privileged communications, confidential legal strategy, or personally identifiable information into free or unapproved AI tools.

