This sample policy can be used to outline the appropriate use of AI systems within a law firm, including expectations for confidentiality, risk management, and transparency consistent with ethical standards for the use of AI in the legal context. This is a sample, and you should tailor it to meet your circumstances and the needs of your law firm.

Law Firm Acceptable Use Policy for Artificial Intelligence (AI)

1. Purpose

This Acceptable Use Policy ("Policy") governs the responsible and ethical use of Artificial Intelligence ("AI") technologies by attorneys, staff, contractors, and affiliated professionals ("Users") of [Law Firm Name] ("Firm"). The purpose of this Policy is to ensure that AI is used in a manner that supports client service, complies with professional obligations, safeguards confidential information, and manages risks related to data privacy, accuracy, and fairness.

2. Scope

This Policy applies to all AI tools, systems, or platforms—whether proprietary or third-party—used in connection with the Firm's legal practice, administrative operations, or client services.

3. General Acceptable Use Standards

All Users must adhere to the following general principles when using AI:

- **Professional Judgment:** AI may be used to assist, but not replace, legal reasoning or decision-making. Attorneys remain solely responsible for all legal advice and work product.

- **Ethical Compliance:** Use of AI must comply with the Rules of Professional Conduct, including duties of competence, confidentiality, candor, supervision, and avoidance of bias or discrimination. Users must remain vigilant in avoiding misuse of or overreliance on AI that could compromise ethical obligations.

- **Data Confidentiality:** AI tools may only be used with data that is appropriately secured, anonymized, or subject to client consent, as applicable.

- **Transparency:** Users must clearly disclose the use of AI tools when the output may reasonably be mistaken for human-generated content—such as in client-facing chatbots, communications, or interfaces. Disclosure is not required for internal or background tools unless their output is presented as original human work.

- **Accuracy and Verification:** AI outputs must be reviewed, validated, and corrected as necessary before being used or shared.

- **Vendor Risk Management:** Only approved and vetted AI tools that meet the Firm's data security and compliance requirements may be used.

4. Prohibited Uses

AI tools must not be used for:

- Generating legal advice or filings without attorney review.

- Processing or sharing confidential client data with unapproved or unsecured AI systems.

- Predictive analytics for case outcomes without appropriate disclaimers and professional oversight.

- Any use that may violate local, state, federal, or international laws or professional ethical rules.

5. Optional Modules for Sensitive Practice Areas

A. Healthcare Law

If the Firm handles **Protected Health Information (PHI):**

- Users must not input PHI into any AI system that is not **HIPAA-compliant** and explicitly approved for handling health data.

- AI tools must not be used to make or suggest clinical decisions.

B. Insurance Law

- AI used for claims analysis or policy interpretation must not automate coverage determinations without legal oversight.

- Ensure compliance with any applicable state insurance laws or Department of Insurance regulations regarding automated decision-making.

C. Criminal Law

- AI may not be used for profiling, predicting recidivism, or suggesting sentencing.

- Do not rely on AI for evaluating credibility or guilt.

D. Family Law

- AI must not be used to analyze or suggest custody or support arrangements.

- Sensitive personal data (e.g., involving children or domestic abuse) must be carefully reviewed for privacy and safety implications before being entered into any system.

E. Business and Corporate Law

- When using AI for contract analysis or due diligence, outputs must be reviewed for completeness and legal interpretation.

- Client trade secrets and proprietary data must be protected by appropriate security and data protection agreements.

F. Finance and Tax Law

- AI tools used for tax planning or financial modeling must be vetted for compliance with IRS guidance and industry standards.

- Outputs must be verified by licensed tax professionals or financial experts before use in client advising or reporting.

6. Training and Oversight

- Users must complete mandatory training on ethical and secure AI use.

- The Firm will periodically review AI tools and usage for compliance with this Policy.

- Any violations or incidents involving AI misuse must be promptly reported to the [Chief Information Security Officer / Managing Partner / Compliance Officer].

7. Policy Updates

This Policy may be updated periodically to reflect changes in law, technology, or Firm practices. Users will be notified of significant changes and may be required to complete updated training.

Acknowledgment

You acknowledge that you have read, understand, and agree to comply with this Policy.

Signature: _____

Name: _____ _____
Date: _____ _____