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AI Use Policy Template for Legal Firms

This AI Use Policy (*"Policy"*) governs the adoption and use of Artificial Intelligence (AI) technologies at _____ (*"the Firm"*). It ensures that our engagement with AI supports legal services, aligns with ethical standards, and complies with applicable laws.

1. Purpose

The purpose of this Policy is to:

Instructions: Specify your firm's unique purposes for AI use.

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2. Scope

This Policy applies to all employees, contractors, and affiliated individuals of

_____ (*"the Firm"*) involved in AI-related tasks.

> **Instructions:** Define the scope, including specific departments
> or roles this policy applies to.

3. Understanding AI's Role in the Firm

AI applications currently in use or considered for future use include:

> **Instructions:** List the AI applications relevant to your firm and any
> planned future uses.

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4. Objectives for AI Use

Our objectives include:

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Instructions: Define clear, measurable objectives for AI integration tailored to your firm's goals.

5. Compliance, Consent, and Data Protection

We commit to:

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Instructions: Specify the legal and regulatory frameworks your AI tools will comply with.

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6. Addressing Ethical Considerations and Bias Mitigation

Strategies for bias mitigation include:

Instructions: Detail your approach to identifying and mitigating biases and ensuring ethical AI use.

7. Governance and Accountability

Governance structure:

Instructions: Outline the governance framework for AI decision-making and accountability within your firm.

8. Training and Education

Training programs will cover:

Instructions: Describe the training and education initiatives for your staff regarding AI use.

9. Monitoring, Evaluation, and Adjustment

The firm will:

Instructions: Explain how your firm will monitor, evaluate, and update AI use practices and this policy.

10. Implementation

This Policy is effective as of _____ (*"Effective Date"*) and will be reviewed annually.

> **Instructions:** Insert the effective date and specify review intervals.