



ASSOCIATION OF
ATTORNEY MEDIATORS

in collaboration with



THE AI ADVANTAGE 2.0

Prompt Library for Attorney Mediators

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HOW TO USE THIS LIBRARY

This library contains 30 ready-to-use prompts organized by the stages of mediation practice. Every prompt is designed to be copied directly into your AI tool of choice — Claude, ChatGPT, or any other platform you use — with your customizations filled in.

Each prompt includes:

- A level indicator** so you know whether it is appropriate for where you are in your AI journey.
- When to use it** so you reach for the right prompt at the right moment.
- Fill-in-the-blank fields** marked clearly in bold teal — every [FILL IN] is a place to add your specific details.
- What to do with the output** so you know how to apply what AI gives you.
- Cautions** where the prompt carries specific risks you need to manage.

LEVEL GUIDE

BEGINNER	Simple, single-task prompts. No prior AI experience needed. Start here.
INTERMEDIATE	Multi-step prompts that require you to provide structured input. Some AI experience helpful.
ADVANCED	Complex, iterative prompts designed to generate professional-grade outputs. Build to these.

Before Every Prompt: The Anonymization Protocol

This protocol must become automatic. Every time, before every professional prompt, without exception.

STEP 1	Replace all real names with Party A, Party B, Party C, or descriptive roles (e.g., "the employer," "the contractor").
STEP 2	Replace specific dollar amounts, addresses, dates, and identifying details with approximate or anonymized equivalents.
STEP 3	Remove any reference to named attorneys, firms, judges, or courts.
STEP 4	Keep the legal facts and issues accurate — only the identifying details change.
STEP 5	Review your prompt one final time before submitting. If you can identify the parties from the text, revise again.

CAUTION Never input real party names, identifying information, case-specific financial details, or confidential communications into any general AI platform. This includes ChatGPT, Claude, Gemini, and any other consumer tool. If you are using an enterprise or purpose-built legal platform with data protection agreements in place, confirm those protections before proceeding.

TIP When in doubt, use "Party A" and "Party B" throughout — even for practice. Making anonymization a reflex is the goal.

SECTION 1: PRE-MEDIATION PREPARATION

Get oriented before you walk in the room

The most immediate time-saving application of AI in your practice. Use these prompts to compress preparation time and expand the depth of your pre-session analysis.

BEGINNER LEVEL

PROMPT 1 CASE ORIENTATION SUMMARY

WHEN TO USE: When you receive intake materials and need a structured overview before reviewing everything in detail.

You are an experienced mediator preparing for an upcoming session. Based on the following anonymized case summary, create a structured overview that includes:

- The core legal dispute in plain language
- Each party's stated position
- The key issues that will need to be resolved
- Any apparent areas of potential common ground

Case summary:

[FILL IN: Paste your anonymized case summary here]

Present the output in neutral language with no assumptions about merits or fault.

WHAT TO DO WITH THE OUTPUT: Review for accuracy and add any context AI may have missed. Use as your personal case map going into the session.

CAUTION AI will fill gaps with assumptions if your summary is incomplete. If a detail is uncertain, note that explicitly in your input.

BEGINNER LEVEL

PROMPT 2 PARTY INTERESTS VS. POSITIONS

WHEN TO USE: Before any session to distinguish what each party is asking for from what they actually need.

Based on the following anonymized case description, help me identify:

- Each party's stated position (what they say they want)
- Each party's likely underlying interests (what they actually need)
- Any interests the parties may share without knowing it

Case type: [FILL IN: e.g., commercial contract dispute / family matter / employment dispute]

Party A's stated position: [FILL IN: brief description]

Party B's stated position: [FILL IN: brief description]

Additional context: [FILL IN: any relevant background]

Do not assign fault or evaluate the merits of either position.

WHAT TO DO WITH THE OUTPUT: Use this to prepare your opening questions and guide your interest-based approach during the session.

INTERMEDIATE LEVEL

PROMPT 3 EMOTIONAL DYNAMICS AND COMMUNICATION TRIGGERS

WHEN TO USE: Before high-conflict sessions or cases with significant emotional dynamics.

You are a professional mediator preparing for a high-conflict session. Based on this anonymized case description, identify:

- Likely emotional triggers for each party that may arise during the session
- Communication patterns or language that may escalate tension
- Suggested approaches for de-escalating each party if tensions rise
- Questions to avoid in early stages of the session

Case type: [FILL IN: case type and brief description]
 Known emotional dynamics: [FILL IN: e.g., long relationship breakdown / betrayal / public nature of dispute]
 Anything known about the parties' communication styles: [FILL IN or write "unknown"]

Present suggestions as options, not prescriptions. Flag any assumptions you are making.

WHAT TO DO WITH THE OUTPUT: Review against your own instincts. AI cannot read the room — this is preparation material, not session direction.

CAUTION Do not rely on this output to make judgments about parties before meeting them. Use it to prepare questions, not conclusions.

INTERMEDIATE LEVEL

PROMPT 4 KEY DOCUMENTS AND EVIDENCE REVIEW

WHEN TO USE: When you have received voluminous pre-mediation submissions and need to extract the essential issues.

You are a mediator reviewing pre-mediation submissions. Based on the following anonymized document summary, identify:

1. The three to five most significant factual disputes
2. Any areas where the parties appear to agree, even if unstated
3. Documents or information that appear to be missing or disputed
4. Issues that may need expert input or clarification before resolution is possible

Document type(s) received: [FILL IN: e.g., demand letter, contract, correspondence, expert report]
 Anonymized summary of contents: [FILL IN: summarize key points in your own words]

Organize the output as a numbered issue list in neutral language.

WHAT TO DO WITH THE OUTPUT: Use as the foundation for your opening framing. Helps you enter the session already knowing which issues carry the most weight.

ADVANCED LEVEL**PROMPT 5 FULL PRE-MEDIATION BRIEF**

WHEN TO USE: For complex, multi-party, or high-stakes matters where thorough preparation is essential.

You are an experienced mediator preparing a comprehensive pre-session brief.

Using the anonymized information below, produce a structured brief that includes:

1. CASE OVERVIEW – Neutral one-paragraph summary of the dispute
2. PARTIES AND ROLES – Who is at the table and what they represent
3. KEY ISSUES – Ranked by complexity and likelihood of contention
4. INTERESTS ANALYSIS – Positions vs. underlying interests for each party
5. POTENTIAL OBSTACLES – What is most likely to block resolution
6. AREAS OF LEVERAGE – Where movement is most likely possible
7. SUGGESTED OPENING APPROACH – How to frame the session for this specific dynamic

Case type: [FILL IN]

Number of parties: [FILL IN]

Relationship between parties: [FILL IN: e.g., ongoing business partners / former spouses / adversarial strangers]

Core legal issues: [FILL IN]

Known emotional dynamics: [FILL IN]

Prior settlement attempts: [FILL IN or "none known"]

Write in professional, neutral language. Flag any section where your output is speculative.

WHAT TO DO WITH THE OUTPUT: Treat this as a first draft. Edit for accuracy, add your own observations, and remove any AI speculation before relying on it.

TIP Run this prompt once, then ask: "What am I not seeing? Identify gaps in this analysis and suggest what additional information would improve it."

SECTION 2: CASE ANALYSIS & ISSUE IDENTIFICATION

Organize complexity before it walks through the door

AI excels at taking scattered, disorganized information and structuring it into usable frameworks. These prompts apply that strength directly to the analytical work of mediation.

BEGINNER LEVEL

PROMPT 6 ISSUE INVENTORY

WHEN TO USE: When a case involves multiple overlapping disputes and you need a clear map before the session.

Create a clear, organized inventory of the legal and factual issues in dispute based on the following anonymized case information. Separate:

- Legal issues (questions of law or contract)
- Factual disputes (disagreements about what happened)
- Relationship issues (interpersonal or communication breakdowns)
- Practical issues (implementation, logistics, future-facing needs)

Case summary: [FILL IN: anonymized description]

Present each issue in one sentence. Use neutral language throughout.

WHAT TO DO WITH THE OUTPUT: Use this as a working agenda for the session. Share a version with parties if appropriate to confirm completeness.

INTERMEDIATE LEVEL

PROMPT 7 DISPUTE PATTERN IDENTIFIER

WHEN TO USE: When you suspect a case involves an emerging AI-related dispute and want to understand the landscape.

I am a mediator who has been asked to handle a dispute in the following area.

Help me understand the dispute pattern – including the typical parties involved, the core legal theories being applied, the key factual questions that usually determine outcome, and where legal uncertainty currently exists.

Practice area: [FILL IN: e.g., AI-driven employment decision / algorithmic insurance denial / autonomous vehicle accident]

Jurisdiction (if relevant): [FILL IN or "not yet determined"]

Present this as a briefing for a mediator who is experienced in dispute resolution but new to this specific area. Use plain language. Flag any areas where the law is still developing or unsettled.

WHAT TO DO WITH THE OUTPUT: Verify key legal points against current sources before relying on them. Use as orientation, not legal authority.

CAUTION AI may state developing legal principles with more certainty than is warranted. Always verify case law and statutory references independently.

INTERMEDIATE LEVEL

PROMPT 8 MULTIPARTY ISSUE MAPPING

WHEN TO USE: For complex disputes with three or more parties, overlapping claims, or cross-claims.

I am mediating a multi-party dispute. Help me map the issues and interests across all parties.

For each party listed below, identify:

- Their primary claim or interest
- Who they are in conflict with and why
- Any issue where their interests align with another party
- Their most likely priority for resolution

Party A ([FILL IN: role, e.g., property owner]): [FILL IN: brief anonymized description of position]

Party B ([FILL IN: role]): [FILL IN: brief anonymized description of position]

Party C ([FILL IN: role]): [FILL IN: brief anonymized description of position]

Add additional parties as needed using the same format.

Then identify: Which issues, if resolved, would most likely unlock movement across all parties?

WHAT TO DO WITH THE OUTPUT: Use the final question output to sequence your session agenda — address unlocking issues first.

SECTION 3: REALITY TESTING & RISK ANALYSIS

Help parties see their situation more clearly

One of the highest-value applications of AI in mediation — structuring a balanced, realistic analysis of risk for each party without putting your thumb on the scale.

BEGINNER LEVEL

PROMPT 9 THREE-SCENARIO RISK ANALYSIS

WHEN TO USE: Before or during a caucus, when a party needs help seeing beyond their best-case expectation.

Provide a balanced, neutral three-scenario analysis for each party in the following anonymized dispute.

For each party, outline:

- BEST CASE: The most favorable realistic outcome if they pursue their current position
- MOST LIKELY CASE: The outcome most consistent with how similar disputes have resolved
- WORST CASE: The realistic downside if the matter proceeds and does not go in their favor

For each scenario, also note: approximate time to resolution and estimated cost range.

Case type: [FILL IN: e.g., commercial lease dispute / employment termination / partnership dissolution]

Party A's position: [FILL IN: anonymized]

Party B's position: [FILL IN: anonymized]

Jurisdiction: [FILL IN if relevant]

Base your analysis on realistic litigation outcomes for this type of case.

Flag any assumptions you are making. Do not make legal predictions.

WHAT TO DO WITH THE OUTPUT: Review before your caucus. Use as a discussion framework, not a script. Adapt to the specific dynamics in the room.

CAUTION This is a structured framework for discussion — not legal advice. Never present AI output as your independent assessment. Always verify any cost or time estimates against your own experience.

INTERMEDIATE LEVEL

PROMPT 10 HIDDEN COSTS AND CONSEQUENCES

WHEN TO USE: When a party is anchored to a number or position without fully accounting for the real cost of continued dispute.

Help me prepare for a reality-testing conversation with a party in the following anonymized dispute.

Identify the full range of costs and consequences they may not have fully considered, including:

- Direct legal costs if the matter proceeds to trial or arbitration

- Indirect costs (management time, distraction, relationship damage)
- Reputational or business risks
- Time costs and opportunity costs
- Emotional and personal costs that are often underestimated
- Any outcome risks specific to this case type

Party's current position: [FILL IN: anonymized]

Case type: [FILL IN]

Relationship between parties: [FILL IN: e.g., ongoing business / one-time transaction / family]

Present this as a comprehensive list, not as advocacy for settlement.
Use neutral, factual language throughout.

WHAT TO DO WITH THE OUTPUT: Do not hand this list to a party. Use it to prepare your questions. Let the party arrive at the conclusions themselves through dialogue.

INTERMEDIATE LEVEL

PROMPT 11 NEUTRALITY CHECK ON YOUR OWN FRAMING

WHEN TO USE: Anytime you have drafted a summary, analysis, or document to share with parties and want to check for unintended bias.

Review the following text I have drafted for use in a mediation context.

Identify:

1. Any language that implies fault, blame, or a preferred outcome
2. Any framing that favors one party's perspective over the other
3. Any assumptions embedded in the language
4. Specific word choices that could be perceived as non-neutral

Then provide a revised version that corrects each issue you identified.

My draft text: [FILL IN: paste your draft]

Do not change the substance – only the neutrality of the language.

WHAT TO DO WITH THE OUTPUT: Review both the flagged issues and the revised version. You decide what to accept — AI is your editor, not your author.

TIP Run this check on any written document going to parties: opening statements, settlement summaries, term sheets, or follow-up correspondence.

ADVANCED LEVEL

PROMPT 12 BATNA AND WATNA ANALYSIS

WHEN TO USE: For structured caucus preparation in complex or high-stakes cases.

Help me prepare a structured BATNA and WATNA analysis for use in caucus preparation.

For each party, develop:

BATNA (Best Alternative to a Negotiated Agreement):

- What is this party's most realistic alternative if mediation fails?
- How strong is that alternative, realistically assessed?
- What would pursuing that alternative actually require?

WATNA (Worst Alternative to a Negotiated Agreement):

- What is the worst realistic outcome if they leave mediation and pursue other options?
- How likely is that outcome given the facts?

SETTLEMENT RANGE:

- Based on both analyses, what is the realistic zone of possible agreement?

Case type: [FILL IN]

Party A's situation: [FILL IN: anonymized]

Party B's situation: [FILL IN: anonymized]

Any known prior settlement discussions: [FILL IN or "none"]

Flag assumptions clearly. Do not speculate on legal outcomes without basis.

WHAT TO DO WITH THE OUTPUT: Use to calibrate your own sense of the zone of agreement before the session. Not for direct use with parties.

SECTION 4: OPTION GENERATION & SETTLEMENT FRAMEWORKS

Expand what is possible before you narrow it

AI surfaces options that neither you nor the parties may have considered. These prompts use that strength to generate richer, more creative frameworks for resolution — without making decisions for anyone.

BEGINNER LEVEL

PROMPT 13 SETTLEMENT OPTION GENERATOR

WHEN TO USE: When a session is stuck and the parties need new possibilities introduced.

Generate a comprehensive list of potential settlement options for the following anonymized dispute.

Include both conventional and creative approaches.

For each option, briefly note:

- What it involves
- Which party it might appeal to and why
- Any practical implementation considerations

Case type: [FILL IN: e.g., commercial lease / employment / IP / partnership]

Core issue in dispute: [FILL IN: anonymized]

Party A's primary interest: [FILL IN]

Party B's primary interest: [FILL IN]

Relationship going forward: [FILL IN: e.g., ongoing / one-time / ended]

Any known constraints: [FILL IN: e.g., financial limits / regulatory / timing]

Present options in neutral terms without advocating for any particular approach.

Aim for at least 8 distinct options.

WHAT TO DO WITH THE OUTPUT: Scan for options that address both parties' underlying interests. Bring the most promising 3–4 into the joint session as "possibilities to explore."

BEGINNER LEVEL

PROMPT 14 RELATIONSHIP-PRESERVING OPTIONS

WHEN TO USE: When the parties have an ongoing relationship — business, family, professional — that both have reason to protect.

The parties in this anonymized dispute have an ongoing relationship they wish to preserve.

Generate settlement options that prioritize maintaining the relationship while resolving the immediate dispute.

For each option, note how it addresses both the legal dispute and the relationship dynamic.

Case type: [FILL IN]
 Nature of the ongoing relationship: [FILL IN: e.g., business partners / co-parents / employer-employee / neighbors]
 Core dispute: [FILL IN: anonymized]
 What each party has said they value about the relationship: [FILL IN or "unknown"]

Prioritize options that require minimal ongoing litigation and allow both parties to move forward.

WHAT TO DO WITH THE OUTPUT: These options often land better when introduced as "what would it look like if we solved both problems at once?"

INTERMEDIATE LEVEL

PROMPT 15 TERM SHEET FRAMEWORK

WHEN TO USE: When the parties have reached conceptual agreement and you need to capture the key terms clearly.

Help me create a structured term sheet framework for a mediated agreement in the following anonymized matter.

Include all standard sections for this case type, with placeholders for the specific terms to be filled in.

Case type: [FILL IN: e.g., commercial contract / employment separation / business dissolution]

Issues resolved in principle: [FILL IN: list the issues that have been agreed to in concept]

Outstanding issues: [FILL IN: anything not yet agreed]

Any specific terms already agreed: [FILL IN or "none yet"]

Format as a clean, professional term sheet outline.

Use neutral, implementation-focused language.

Do not include legal language or representations — this is a framework only.

WHAT TO DO WITH THE OUTPUT: Review before sharing. This is a structural framework — counsel will convert it to a binding agreement. Make clear to parties what this document is and is not.

CAUTION A term sheet generated by AI is not a legal agreement. Never allow parties to treat it as binding. Always route to counsel for drafting.

ADVANCED LEVEL

PROMPT 16 CREATIVE PACKAGE DEAL CONSTRUCTION

WHEN TO USE: When parties are stuck on a single issue but have movement available on others — useful for building a package resolution.

I am trying to construct a package resolution in a mediation where the parties are stuck on one issue but have flexibility on others.

Help me identify ways to structure a package deal that:

- Uses flexibility on lower-priority issues to create movement on the anchor issue
- Addresses each party's core interest even if not their stated position
- Creates a sense of reciprocal concession for both parties

Anchor issue (where they are stuck): [FILL IN: anonymized]

Party A's flexibility: [FILL IN: what they have indicated willingness to move on]

Party B's flexibility: [FILL IN: same]

What each party has said they must have: [FILL IN]

Any non-monetary value each party could offer the other: [FILL IN or "unknown"]

Generate at least four distinct package structures. Present each as a neutral option, not a recommendation.

WHAT TO DO WITH THE OUTPUT: Use the packages as a thinking tool for your own strategy before bringing options to the parties. Do not present AI output as your idea — it is your idea, informed by a tool.

SECTION 5: IN-SESSION SUPPORT

Use during breaks, not during conversation

These prompts are designed for use during caucus breaks or between sessions — not while you are actively engaged with parties. AI prepares you; it does not replace your presence.

CAUTION Never use AI while actively facilitating. These prompts require a break from the session — even five minutes. Your presence and attention are your most important tools in the room.

BEGINNER LEVEL

PROMPT 17 CAUCUS QUESTION GENERATOR

WHEN TO USE: During a break before a caucus, to prepare targeted questions for each party.

I am about to enter a caucus with [FILL IN: Party A or Party B] in a anonymized mediation.

Based on what I know about this party's position and interests, generate 5 targeted questions to help me:

- Understand what is most important to them beneath their stated position
- Identify what they are most afraid of if this does not resolve
- Surface any flexibility they have not yet shown
- Test whether their stated position reflects their actual priority

Party's stated position: [FILL IN: anonymized]

What I have observed about their communication style: [FILL IN]

What I suspect their underlying interest may be: [FILL IN]

Generate open-ended, non-leading questions only.

WHAT TO DO WITH THE OUTPUT: Select 2–3 of the most useful questions. Do not work from a list in caucus — internalize the questions before you go back in.

INTERMEDIATE LEVEL

PROMPT 18 IMPASSE DIAGNOSIS

WHEN TO USE: When the session has stalled and you need to reframe your approach.

I am mediating a anonymized dispute that has reached an impasse. Help me diagnose what may be driving the impasse and suggest approaches for getting movement.

What has been tried so far: [FILL IN: e.g., joint session, two caucuses, a revised offer]

Where the parties are currently stuck: [FILL IN: the specific issue or gap]

What each party has said they must have: [FILL IN]

My read on the emotional dynamic right now: [FILL IN]

Possible impasse causes to consider:

- Positional anchoring
- Trust breakdown between parties
- A decision-maker not at the table
- Face-saving issue
- Legitimate BATNA making settlement less attractive
- Missing information needed to move

Identify the most likely cause(s) and suggest specific techniques for each.

WHAT TO DO WITH THE OUTPUT: Use as a thinking framework during the break. The diagnosis is yours — AI gives you a structured way to think through it.

TIP After getting the output, ask: "What would you recommend I try first given these specific dynamics?" — then evaluate that suggestion with your own professional judgment.

INTERMEDIATE LEVEL

PROMPT 19 REFRAME GENERATOR

WHEN TO USE: When a party is locked into language or framing that is blocking movement.

A party in this anonymized mediation is using language or framing that is keeping them stuck.

Generate alternative ways to reframe their statement that:

- Preserves their underlying concern
- Removes accusatory or positional language
- Opens space for the other party to respond productively
- Shifts from the past (blame) to the future (resolution)

The party's current statement or framing: [FILL IN: anonymized example of what they are saying]

Their underlying concern as I understand it: [FILL IN]

Generate at least four reframe options.

Keep all reframes in neutral, non-advocacy language.

WHAT TO DO WITH THE OUTPUT: Choose the reframe that feels most authentic to your voice. Never read AI language verbatim — translate it into your own words.

SECTION 6: POST-SESSION WRAP-UP

Close the loop professionally

AI can significantly reduce the administrative burden of post-session documentation, allowing you to spend more time on the next case and less on paperwork.

BEGINNER LEVEL

PROMPT 20 SESSION SUMMARY

WHEN TO USE: After any session to create a clear record of what was discussed and what remains open.

Based on my anonymized session notes below, create a structured post-session summary that includes:

- Issues discussed and any progress made on each
- Agreements reached (if any)
- Issues that remain open
- Any agreed next steps or follow-up items
- Tone and dynamic observations (optional – for my records only)

My anonymized session notes: [FILL IN: paste or summarize your notes]

Write in professional, neutral language.

This document is for my internal use only – do not include speculation about parties' motivations.

WHAT TO DO WITH THE OUTPUT: Edit before filing. AI may reorganize your notes in ways that miss nuance — review carefully before treating this as an official record.

INTERMEDIATE LEVEL

PROMPT 21 FOLLOW-UP COMMUNICATION DRAFTS

WHEN TO USE: When you need to communicate next steps or a session summary to parties or counsel.

Draft a professional post-session communication to send to [FILL IN: both parties / counsel / one party] following a anonymized mediation session.

The communication should:

- Acknowledge the work done in the session
- Summarize any agreed next steps
- Confirm any outstanding items
- Set a tone that keeps the process moving forward

What was agreed or accomplished: [FILL IN: anonymized]

What remains open: [FILL IN]

Next steps or deadlines: [FILL IN]

Tone needed: [FILL IN: e.g., encouraging / neutral / firm / forward-looking]

Write in a professional voice appropriate for attorney recipients.
Do not include any legal conclusions or recommendations.

WHAT TO DO WITH THE OUTPUT: Review and edit before sending. This is a draft, not a final document. Adjust to your own voice and the specific relationship with the recipients.

BEGINNER LEVEL

PROMPT 22 AGREEMENT CONFIRMATION LANGUAGE

WHEN TO USE: When parties have reached agreement and you need to capture the key terms clearly before counsel drafts the formal agreement.

Help me draft a clear, plain-language confirmation of the terms agreed to in a anonymized mediation.

This document is NOT a legal agreement – it is a plain-language summary of what the parties agreed to in principle, to be provided to counsel for formal drafting.

Terms agreed to: [FILL IN: list each agreed term in your own words]
Any conditions attached to the agreement: [FILL IN or "none"]
Implementation steps or deadlines agreed: [FILL IN or "to be determined by counsel"]
Anything explicitly left open: [FILL IN or "none"]

Format as a numbered list of agreed points.
Use plain language. No legal terms. No representations about enforceability.

WHAT TO DO WITH THE OUTPUT: Have both parties confirm the summary before it goes to counsel. A shared understanding of what was agreed is the foundation for a clean drafting process.

CAUTION This document is not legally binding. Make sure parties and counsel understand its purpose clearly.

SECTION 7: EMERGING NICHE RESEARCH

Build expertise faster than your peers

AI compresses the time to working knowledge in new practice areas. Use these prompts to develop credible fluency in AI-driven dispute areas before the cases arrive — and you become the obvious referral.

BEGINNER LEVEL

PROMPT 23 PRACTICE AREA PRIMER

WHEN TO USE: When you want to develop foundational knowledge in a new dispute area before you begin receiving those cases.

Teach me the fundamentals of disputes in the following practice area.
I am an experienced mediator with no prior background in this specific area.

Cover:

1. What typically drives these disputes (the root causes)
2. Who the typical parties are
3. The primary legal theories being applied
4. The key factual questions that usually matter most
5. Where the law is settled vs. still developing
6. What mediators in this space say makes these cases uniquely challenging
7. Terminology I need to know to engage credibly with parties and counsel

Practice area: [FILL IN: e.g., algorithmic employment decisions / AI medical liability / autonomous vehicle accidents / deepfake disputes / AI IP infringement]

Use plain language. Flag anything that is developing rapidly or likely to change.

WHAT TO DO WITH THE OUTPUT: Use as a starting framework. Follow up with targeted reading on the specific legal issues flagged. Then ask: "What questions should I ask parties and counsel in this type of case?"

CAUTION Verify all legal references independently. AI may state developing principles with more certainty than is warranted in a rapidly evolving area.

INTERMEDIATE LEVEL

PROMPT 24 TREND AND DEVELOPMENT RESEARCH

WHEN TO USE: When you want to stay current on an emerging area and understand where litigation is heading.

I am a mediator developing expertise in disputes involving [FILL IN: practice area].

Help me understand:

1. The most significant cases or regulatory developments in this area in the past 12–24 months
2. The key unresolved legal questions that courts and regulators are

still working through

3. How the volume and complexity of these disputes is expected to change
4. Which industries or sectors are generating the most disputes right now
5. What early-moving mediators in this space are saying about how these cases differ from traditional disputes in the same practice area

Present as a briefing. Flag anything time-sensitive or rapidly developing.

Note your knowledge cutoff date so I know where to update with current sources.

WHAT TO DO WITH THE OUTPUT: Use this to identify the 2–3 most important current issues to research further. Build a reading list from the areas AI flags as actively developing.

INTERMEDIATE LEVEL

PROMPT 25 POSITIONING STATEMENT BUILDER

WHEN TO USE: When you want to develop language describing your emerging expertise in a new niche to use with referral sources.

Help me develop clear, credible positioning language describing my emerging expertise in mediating disputes involving [FILL IN: practice area].

The language should:

- Be accurate to where I am in my development (I am building expertise, not claiming it)
- Explain why this area matters to the attorneys and parties I want to reach
- Distinguish me from generalist mediators without overclaiming
- Be appropriate for: [FILL IN: LinkedIn / a referral conversation / a bio / a proposal]

My background in the relevant underlying practice area: [FILL IN: e.g., "20 years as a commercial litigator" or "extensive family law experience"]

Steps I have taken to build knowledge in this area: [FILL IN: e.g., "attended two CLE programs, completed this AI training"]

The type of attorney I most want to reach: [FILL IN: e.g., plaintiff employment attorneys / corporate IP counsel / family law practitioners]

Draft three versions: short (two sentences), medium (one paragraph), and full (three paragraphs).

WHAT TO DO WITH THE OUTPUT: Edit heavily for your own voice. The shortest version is often the most useful — clear, direct, and referable.

ADVANCED LEVEL

PROMPT 26 CASE INTAKE QUESTIONS FOR NEW DISPUTE AREAS

WHEN TO USE: When you receive your first referral in an unfamiliar AI-related dispute area and need to know what to ask.

I have been asked to mediate a dispute in the following area, which is new to me.

Help me develop a comprehensive list of intake questions to ask parties and counsel before the session.

The questions should help me understand:

- The specific technology or AI system involved and how it works at a basic level
- What the system was supposed to do vs. what it allegedly did
- How the alleged failure or harm occurred
- Who the relevant parties are and what their roles were
- What documentation and data exist
- The legal theories being advanced and what evidence supports them
- Any regulatory or compliance dimensions
- What a realistic resolution might look like

Dispute area: [FILL IN: anonymized description]

Format as a numbered question list organized by topic.

Flag any questions that might require technical expert input to answer meaningfully.

WHAT TO DO WITH THE OUTPUT: Review and edit before using. Add questions based on what you learned in your preliminary research on this dispute type.

QUICK REFERENCE: THE RESPONSIBLE USE CHECKLIST

Run this before every AI session

Before you open your AI tool and submit a prompt, run through this list. It takes thirty seconds and it is the professional standard.



ANONYMIZE Have I replaced all real names, identifying details, and confidential information with neutral placeholders?



DEFINE THE TASK Have I told the AI specifically what I need, not just asked a general question?



PROVIDE CONTEXT Have I given the AI enough background to produce a useful, targeted output?



NEUTRAL FRAMING Have I checked my prompt for language that implies fault, blame, or a preferred outcome?



PLATFORM CHECK Am I using a platform appropriate for this level of sensitivity? (Consumer tool vs. enterprise platform)



MEMORY CHECK Have I confirmed that AI memory is disabled or that this session will not be stored?



PLAN TO VERIFY Do I understand that any factual claim, case citation, or legal reference in the output requires independent verification?



PLAN TO ITERATE Am I treating this as a first draft, not a final product? Have I planned to refine the output?