

[Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Date]

**RE: Advisory Regarding Ethical Obligations and Liability in Artificial Intelligence Implementation**

Dear [Attorney Name/Partner Name],

This letter serves as a formal advisory regarding the ethical considerations and professional liability risks associated with the integration of Artificial Intelligence (AI) and Generative AI tools within our legal practice.

To ensure compliance with the Rules of Professional Conduct and to mitigate malpractice exposure, all personnel must adhere to the following standards:

- **Duty of Competence:** Attorneys must maintain technological competence. This includes understanding the benefits and risks of AI tools, specifically regarding "hallucinations" (incorrect legal citations or facts) and algorithmic bias.
- **Duty of Confidentiality:** No protected client information, trade secrets, or work product should be inputted into public or "open" AI models. Use of AI must be restricted to firm-approved, secure, and "closed" environments to prevent waiver of attorney-client privilege.
- **Duty of Supervision:** Partners and senior attorneys must exercise reasonable efforts to ensure that the conduct of subordinate attorneys and non-lawyer assistants remains compatible with professional obligations when using AI.
- **Verification of Work Product:** All AI-generated outputs, including legal research, drafting, and analysis, must be independently verified by a licensed attorney. Relying solely on AI output without human review may constitute professional negligence.
- **Candor Toward the Tribunal:** Attorneys must comply with all local court rules regarding the disclosure of AI usage in filings. Presenting AI-generated citations that have not been verified is a violation of the duty of candor.
- **Client Disclosure and Billing:** Clients should be informed of the firm's use of AI where appropriate. Furthermore, billing practices must remain reasonable; time saved through AI efficiency should be reflected accurately in accordance with fee agreements.

Failure to adhere to these guidelines may result in disciplinary action, professional malpractice claims, and reputational damage to the firm.

Please acknowledge receipt of this advisory and direct any questions regarding specific AI software approvals to the [Compliance Officer/IT Committee].

Sincerely,

[Your Name]  
[Your Title]  
[Law Firm Name]