

# Law Insider<sup>®</sup>

## The AI Assistant Masterclass Guide

Every prompt and workflow from the live session  
with Electra Japonas, Chief Product Officer

[lawinsider.com](https://lawinsider.com)

Built on the world's largest verifiable contract and clause library. Law Insider doesn't train on your data.

## How to use this guide

This guide collects every prompt and workflow from the masterclass so you can work through them at your own pace. You don't need to download or prepare anything — the AI Assistant runs in your web browser at [lawinsider.com/chat](https://lawinsider.com/chat). Work through the three parts in order, or jump to the workflow you need today. Prompts appear in boxes you can copy as-is — swap in your own documents and jurisdictions where it makes sense. If you'd like an easier way to copy the prompts, every one of them lives at [lawinsider.com/guides/ai-assistant-masterclass](https://lawinsider.com/guides/ai-assistant-masterclass) with a one-click Copy button.

Because the AI Assistant sits on top of the world's largest verifiable contract and clause library, its answers are grounded in how contracts are actually drafted, negotiated, and structured — and it doesn't train on your data, or anyone else's.

**Demo documents.** Run every workflow with the same material used in the live session: the [MSA Original \(PDF\)](#), the [MSA in Word](#), [My Mutual NDA](#), the [Unilateral NDA for review](#), and the [Clause for benchmarking](#).

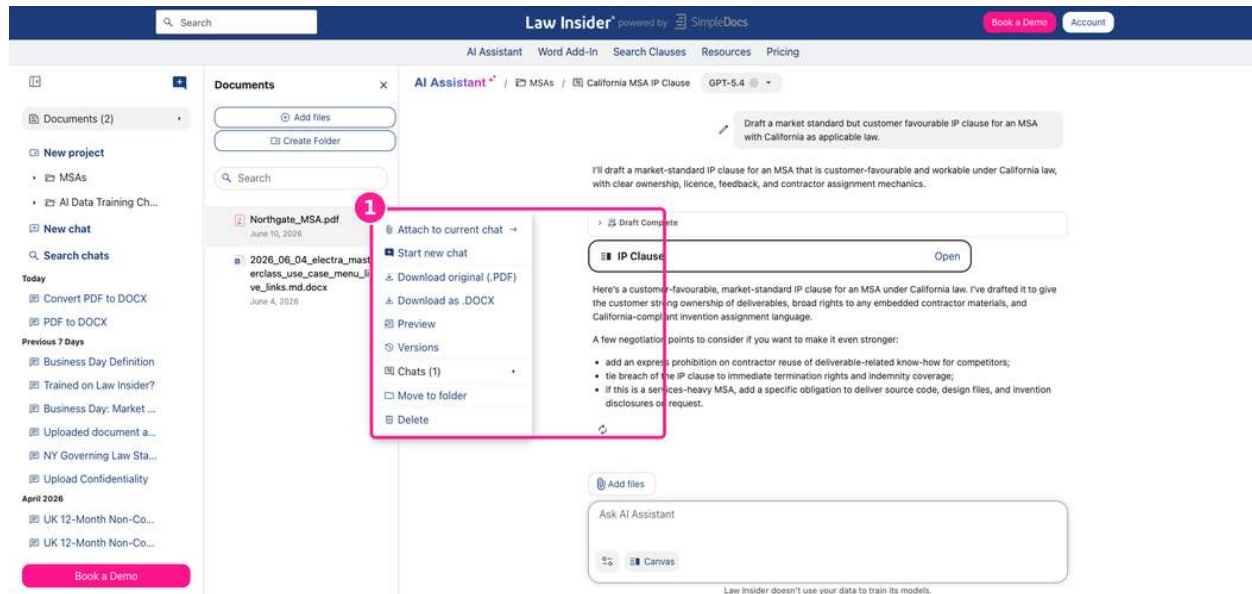
### PART 1

## Review and redline an inbound MSA

A prospective service provider has sent over an MSA — and there are no provisions against using your data to train AI models. From the PDF in your inbox to a redlined agreement and a cover email, without leaving your browser. Jump straight in: [lawinsider.com/chat](https://lawinsider.com/chat).

### 01 Convert the PDF to an editable document

No prompt needed: upload the PDF and use "Download as .DOCX" from the document's menu — in Documents or right on the chat attachment.



① Any file in your Documents panel can be attached to a chat, downloaded as .DOCX, previewed, or versioned — without a prompt at all.

## 02 Find the missing clause

Ask for exactly the protection you need. Every clause the AI Assistant drafts is grounded in real filed contracts.

### PROMPT

*Find me a clause that prohibits the use of my data to train AI models.*

## 03 Adjust complexity and balance

One click switches the suggested clause from legalese to plain language — and the Balance control re-cuts it to favor either party, so you can sanity-check what it actually does before you rely on it.

The screenshot shows the Law Insider AI Assistant interface. On the left, there's a sidebar with 'Documents (2)' and a list of recent documents. The main area is titled 'AI Assistant' and shows a conversation with the AI. The AI has drafted a clause titled 'AI Training Restriction'. The interface includes a search bar at the top, a 'Book a Demo' button, and a 'Canvas' area for editing the document. The drafted clause is highlighted in a pink box, and the AI's response is shown below it.

The drafted clause opens in canvas. ① See Source shows the similar clauses from real contracts that ground the language — here, 407 of them. ② Complexity switches the clause between legalese and plain language. ③ Balance re-cuts it to favor either party.

## 04 Update the agreement

Attach the MSA you were sent, then ask:

### PROMPT

*Update the attached agreement to include the provision on no training with my data above.*

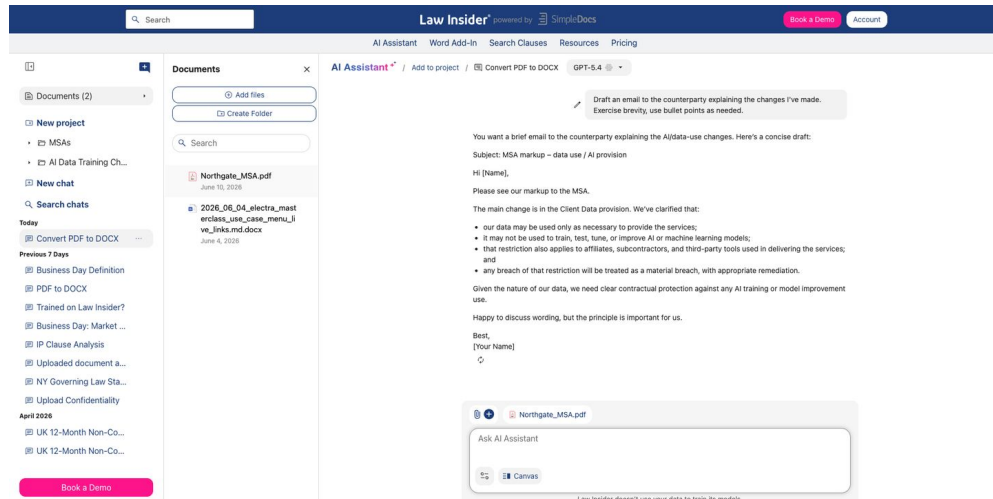
The screenshot shows the Law Insider AI Assistant interface after the user has attached a Master Services Agreement (MSA) and asked for an update. The AI has revised the agreement to include the 'no training with my data' provision. The updated document is titled 'MASTER SERVICES AGREEMENT' and includes sections for '1. SERVICES', '2. TERM', and '3. FEES AND PAYMENT'. A redline explanation is provided at the top, stating: 'Redline Explanation: Section 4 has been revised to expressly prohibit the Provider from using Client Data to train or improve AI and machine learning models, including through third-party tools, and to make any breach a material breach with remediation obligations.' The interface also shows the 'Draft Complete' button and the 'Canvas' area for editing.

① The updated agreement opens with a redline explanation of exactly what changed and why.

## 05 Draft the cover email

### PROMPT

*Draft an email to the counterparty explaining the changes I've made. Exercise brevity, use bullet points as needed.*



A short cover note with bullet points only where they earn their place.

## 06 Send it back as a PDF

No prompt here either: use “Convert to .PDF” on the updated document and send it back with your email — the whole loop in one place.

## PART 2

## Standardize the check with Projects

You'll see this issue again. Projects turn a one-off fix into a standing instruction that reviews every future agreement the same way.

### 07 Extract the principle behind the change

In the chat where you amended the MSA in Part 1, ask:

**PROMPT**

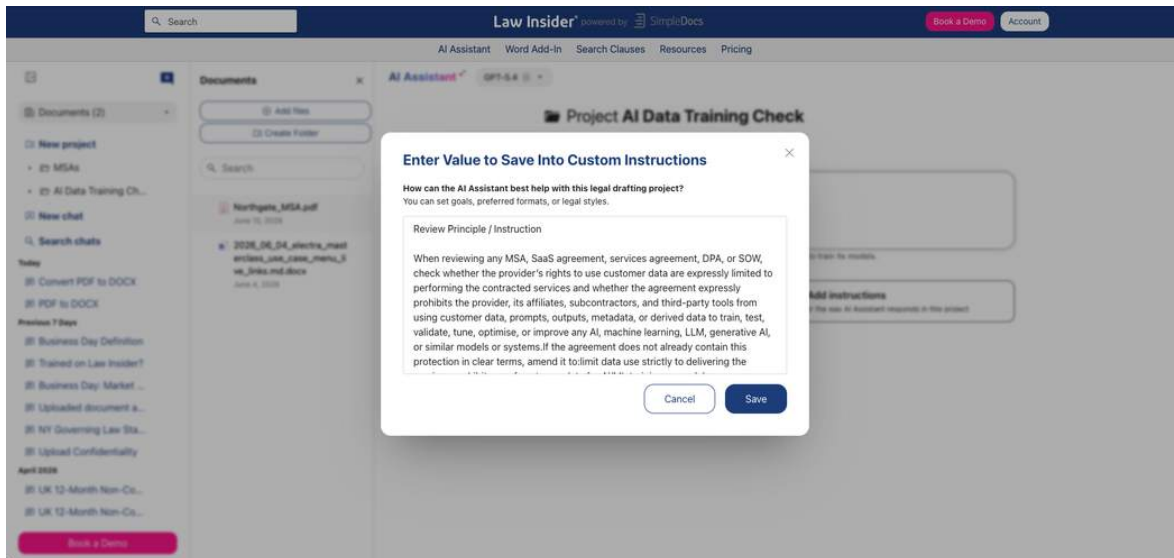
*Extract the principle that underpins this change so I can create an instruction for a project that allows me to review future MSAs and amend them where this provision (or provisions) is not present.*

The screenshot displays the Law Insider AI Assistant interface. On the left, a sidebar shows a list of documents and projects. The main area is divided into two panels. The left panel, titled 'Documents', shows a list of documents including 'Northgate\_MSA.pdf' and '2026\_06\_04\_electra\_mast'. The right panel, titled 'AI Assistant', shows a chat window with a prompt: 'Extract the principle that underpins this change so I can create an instruction for a project that allows me to review future MSAs and amend them where this provision (or provisions) is not present.' Below the prompt, the AI Assistant responds with a 'Review Principle / Instruction' section, which contains a detailed instruction for reviewing MSAs. The rightmost panel shows a document titled 'MASTER SERVICES AGREEMENT' with a 'Redline Explanation' section and sections for '1. SERVICES', '2. TERM', and '3. FEES AND PAYMENT'.

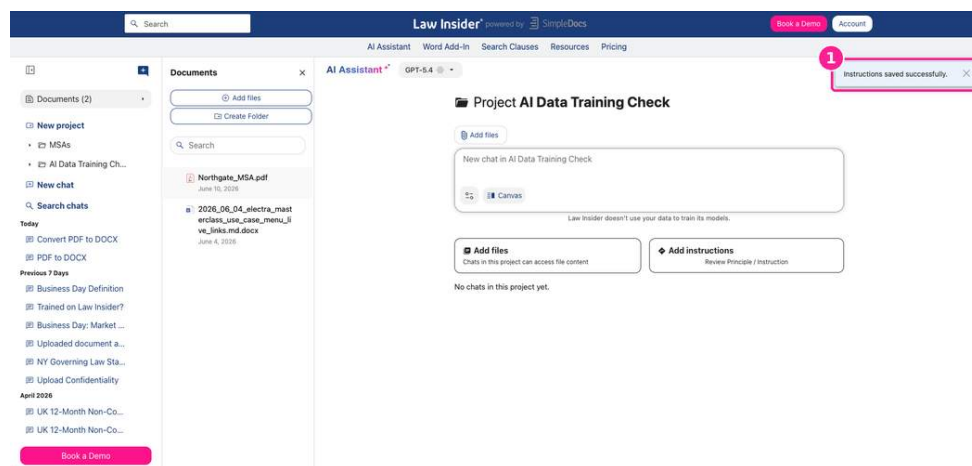
The AI Assistant distills the redline into a reusable review instruction.

### 08 Save it as a project instruction

Go to **Projects** → **New Project**, name it (for example “AI Data Training Check”), and paste the principle into the custom instructions.



Paste the extracted principle into Add instructions and hit Save.



① “Instructions saved successfully” — every chat in this project now applies your check.

## 09 Run any new MSA through the check

### PROMPT

*Assess and amend this attachment as per the instructions in this project.*

Preview shows previous changes alongside new ones — and you can open the document in Word to keep working where you already work.

## 10 Add explanatory comments to the redlines

### PROMPT

*Add comments to the redlines to persuade the other side to accept the changes made by explaining the rationale in a friendly and collegial manner. Keep the comments as short as possible please and focused on the counterparty as the audience rather than just explaining the change.*

The AI Assistant distinguishes between previous redlines and new ones, so reviewers are never guessing which change is which.

## 11 Create a playbook from your NDA

Attach your own NDA and ask:

### PROMPT

*Create a playbook that reflects the principles that underpin this NDA.*

## 12 Turn the playbook into a standing review instruction

Save the playbook to the project's files, then have AI Assistant write the project instruction for you:

### PROMPT

*Help me draft an instruction for this project to deliver on the following outcome: review the uploaded NDA against the playbook in the files of this folder, produce a table that outlines the differences between my playbook and the uploaded NDA with a relevant risk score (high / medium / low) and then redlines the attached NDA to reflect my preferred positions along with comments included in the document that are conducive to persuading the other side to accept my changes and explain the rationale. I would like a question to appear before the redlining happens to ask me whether I would like all the discrepancies remedied, just high risk areas or other.*

## 13 Review any NDA against your playbook

From here, every NDA review is one upload and one line — the table, risk scores, redlines and persuasive comments all come from the instruction.

### PROMPT

*Review this NDA in accordance with the instructions in this project.*

## PART 3

## Drafting, search and market intelligence

All of this sits on top of the world's largest verifiable contract and clause library — which is why the AI Assistant doesn't need to train on your data. The same library powers search, benchmarking, and market intelligence. Explore it at [lawinsider.com/search](https://lawinsider.com/search).

### 14 Draft a clause you can verify

#### PROMPT

*Draft a market standard but customer favorable IP clause for an MSA with California as applicable law.*

The screenshot displays the Law Insider AI Assistant interface. On the left, a sidebar shows a list of documents and projects. The main area is divided into two panels. The left panel shows a prompt: "Draft a market standard but customer favourable IP clause for an MSA with California as applicable law." Below the prompt, the AI Assistant has generated a draft of an Intellectual Property clause. The right panel shows the drafted clause, titled "Intellectual Property". The clause includes sections for (a) Customer Materials, (b) Deliverables; Assignment, and (c) Further Assurances; Power of Attorney. A red circle with the number 1 highlights a link in the top right corner of the drafted clause that says "See Source (784 similar)".

① See Source on the drafted IP clause — 784 similar clauses from real contracts back this language.

### 15 Explore the source clauses

Clicking See Source opens the matching clauses in search, with filters for clause type, contract type, filing year and jurisdiction. ① Add AI Column sits just above the results.

## 16 Classify results with AI columns

Don't want to fiddle with filters? Add an AI column and let it classify every result for you (open [lawinsider.com/search](https://lawinsider.com/search) and hit Add AI Column):

### PROMPT

*Is this customer or supplier friendly? Respond only with “Customer” or “Supplier”.*

### PROMPT

*Using the industry name only, tell me which industry these clauses are derived from.*

① The AI columns fill in for every result — here, customer/supplier friendliness and industry.

## 17 Benchmark any clause against the market

A hidden gem: enable search mode in a new chat (under Tools, next to the message box) and test any clause against the entire Law Insider database.

## PROMPT

Analyze this clause against what's market standard.

The screenshot shows the Law Insider AI Assistant interface. On the left is a sidebar with navigation options like 'Documents (2)', 'New project', 'Search chats', and a list of recent chats. The main area displays a table of analysis results for a document titled 'Northgate\_MSA.pdf'. The table has four columns: 'Issue', 'Your clause position', 'Market standard position', and 'Deviation'. It lists six issues related to IP, ownership, and deliverables. Below the table is a search bar with a magnifying glass icon and a 'Search' button. A red circle with the number '1' highlights the table, and a red circle with the number '2' highlights the search bar.

| Issue                        | Your clause position                                                                                                                                | Market standard position                                                                                                | Deviation                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Customer Materials ownership | Customer and its licensors retain all right, title, and interest in Customer Materials; no rights pass to Contractor except express limited rights. | Same. This is standard in services and contractor agreements.                                                           | None. Fully market standard.                                                    |
| Ownership of Deliverables    | Deliverables created specifically for Customer or in connection with the services are intended to belong to Customer.                               | Same in most bespoke services arrangements. Customer ownership of commissioned work product is common.                  | Low. Market standard in principle, though your wording is broad.                |
| Work made for hire           | Deliverables are deemed works made for hire to the extent permitted by law.                                                                         | Same, but usually coupled with a present assignment for anything that does not qualify as work made for hire.           | Moderate. Standard concept, but incomplete on its own.                          |
| Present assignment fallback  | The clause appears to begin this, but the text cuts off before the operative assignment is completed.                                               | Contractor expressly and irrevocably assigns all right, title, and interest in Deliverables and related IP to Customer. | High. This is the main gap. Without it, ownership may not transfer effectively. |
| Further                      | Not visible.                                                                                                                                        | Contractor is usually required to sign documents and assist                                                             | Moderate. Common in robust customer-                                            |

- ① The result is an issue-by-issue table: your clause's position, the market standard position, and how far you deviate — graded from None to High. ② Search mode stays on for the whole chat.

## TOP TIP

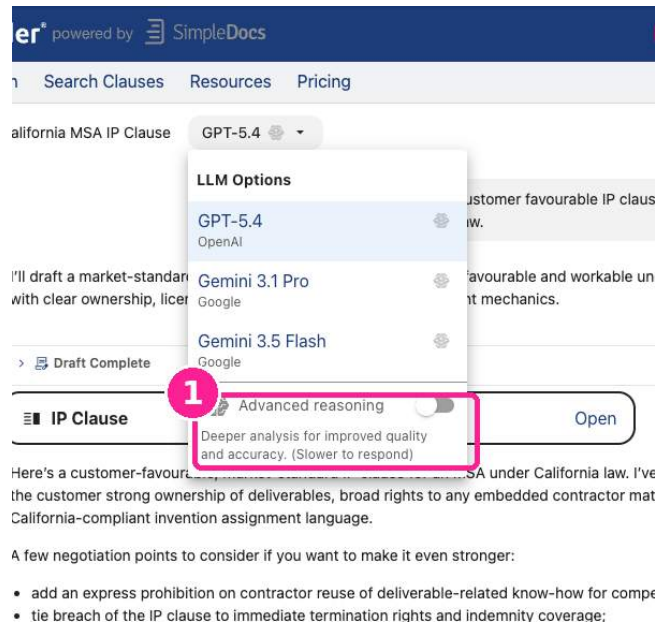
On any clause page on lawinsider.com, **Draft with AI** now defaults to this market-standard check. Browse clause pages at [lawinsider.com/clauses](https://lawinsider.com/clauses).

## 18 Market intelligence while you review

The same benchmarking powers market intelligence inside SimpleAI: benchmark an entire agreement against the Law Insider database while you review — and generate replacement language with the confidence that it's benchmarked too — right next to your document. Law Insider customers have unlimited access to SimpleAI included as part of their package — [download the SimpleAI Word Add-In](#).

## 19 Go deeper when it matters

Enable **Advanced reasoning** from the model picker for deeper analysis on complex documents. It applies to everything — slower, but more thorough.



① Advanced reasoning lives in the model picker at the top of every chat.

## 20 Make it yours

Swap in your own documents, your own playbook, and your own jurisdictions. The prompts in this guide are starting points — the workflow is the win. Open [lawinsider.com/chat](https://lawinsider.com/chat) and try the first one now.

## Get Law Insider for Teams

Join over 10,000 customers who leverage Law Insider to accelerate contracts.

[Book a demo](#) — see how teams put these workflows into production.

[Enquire about Law Insider and SimpleAI for teams](#) — team access, permissions and custom playbooks.