



PRACTICE MANAGEMENT ADVISORY SERVICE

October 2025

From the Desks of Your D.C. Bar Practice Management Advisors



AI for Lawyers: 9 Moves You Can Use This Week

(Insights inspired by [Tasha \(TC\) Cooper's Lunch & Learn](#))

We recently welcomed attorney and advisor Tasha Cooper for a popular Lunch & Learn on AI in law firms. Many of you may remember her as one of the first voices urging lawyers to embrace social media back in 2011. Now she's at the forefront of AI adoption, showing how lawyers can responsibly bring these tools into daily practice. Her session included live demos, practical frameworks, and candid advice about both the opportunities and risks of AI.

Here are nine takeaways you can put to work right away:

1) Start with “low-risk, high-reward” tasks.

Draft client letters, summarize long emails, create deposition outlines, compare two clauses, brainstorm blog/LinkedIn posts, or build FAQs. Treat AI like a sharp junior—great at first drafts, never final.

2) Click the sources, every time.

When you ask for law, require citations, open them, and spot-check quotes, dates, and jurisdiction. Cross-verify anything outcome-determinative.

3) Use the BRIEF prompt frame.

- Background: Role + jurisdiction (e.g., “DC litigator; contract dispute; UCC timelines matter”).
- Request: “Summarize,” “draft,” “compare,” “stress-test.”
- Input: Paste facts/clauses; add constraints (“assume Delaware LLC”).
- Expectations: Tone, word count, bullets, cite format.
- Format: Table, checklist, or numbered steps. Save 2–3 “golden prompts” you can reuse.

4) Set privacy controls before you type.

Use paid plans, turn off training/memory, strip names and identifiers, and don’t paste privileged data into public tools. For legal research, prefer legal-specific tools; for drafting/brainstorming, generative tools are fine—with verification.

5) Supervise like you mean it.

You’re responsible for competence, confidentiality, candor, and fair fees. Disclose material AI use to clients when appropriate. “Never trust—always verify” isn’t a slogan; it’s your workflow.

6) Build a 10-minute “AI QA” pass.

Ask the tool to attack its own draft: “Play cynic.” “What’s wrong, missing, or risky?” “Where could bias creep in?” Then, you decide.

7) Create mini-templates, not memories.

Turn common outputs (client letter, hiring ad, engagement clause) into saved prompts/templates or a custom workspace. Keep the tool's memory off; keep *your* templates on.

8) Track it. Bill fairly.

Log when AI was used and how you verified. If AI saves time, don't bill the time you didn't spend; consider fixed or value pricing for those deliverables.

9) A 5-Day Quickstart (15 minutes/day).

- Mon: Turn on paid plans; toggle privacy settings; run one safe drafting task.
- Tue: Write 2 BRIEF prompts (one drafting, one research).
- Wed: Compare two clauses; produce a redline summary you can actually edit.
- Thu: Research with citations; click through and correct the draft.
- Fri: Save your best prompt + output as a template; add "AI QA" to your checklist.

Watch the full [Lunch & Learn on-demand](#) (demo clips + prompt examples) in our member library to see these steps in action.

Next Up: Go Deeper with AI at Practice 360° (In-Person)

If you found this session valuable, don't miss the upcoming **AI program at [Practice 360°](#) on October 8**, where D.C. Bar member Erich Dylus will share tools and strategies to protect client confidentiality while using AI.

Practice 360° is about walking away with something you can use tomorrow—whether that's a better system for intake and billing, a new tool for content marketing, or a different way of showing up in client meetings. It's also a chance to connect with other lawyers navigating the same challenges, swap ideas, and share what's working in practice right now.

Basic Training & Beyond

If you're starting a firm, [Basic Training & Beyond](#) is a great jumping-off point. Day One will teach you the essentials to get your firm off the ground, and Day Two will help you grow and manage your firm.

Here is how to start, grow and manage a law firm in a large, urban market.

Our monthly [Basic Training & Beyond](#) is set for **October 14 & 21, 2025**, from **9:15 a.m. to 4:30 p.m.** We will meet in person in the Williamson Conference Room on the third floor of Bar Headquarters. The program is presented monthly for members and law firm staff.

This program has been presented more than four hundred times for more than 5,000 lawyers over the last seventeen years, and many have launched and are now operating small firms. We stay connected with many small firms, and what we learn informs the content for this program.

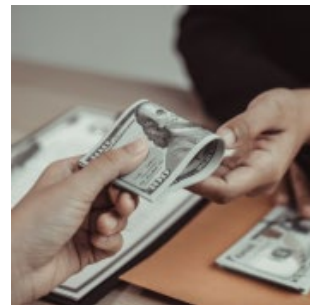
Managing Money

[Managing Money](#)

Our next in-person session of Managing Money is set for **December 8, 2025**, from **9:00 a.m. to 12:30 p.m.**

We also present Managing Money on request for a law firm or organization.

[Register for an upcoming session or schedule a session for your firm here.](#)



Successful Small Firm Course

Are you interested in a business incubator approach to growing your law firm?

Consider working with us on an individual basis. We now offer the **Successful Small Firm Practice Course** in a series of one-on-one sessions on Zoom.

The Course serves as an incubator for solo attorneys and small firms and helps them work through their business and marketing plans with support, feedback, and guidance. Lawyers focus on the type of firm they want to create and work through the Course at their own pace with built-in accountability for achieving their business goals. If you are interested in this approach to creating and growing a law firm, contact PMAS@dcbar.org.

Mediation Program Workshop: Representing Pro Se Litigants

Wednesday, November 5, 2025

9:30 a.m. – 4:00 p.m.

E. Barrett Prettyman U.S. Courthouse

333 Constitution Ave. NW, Washington, DC

The U.S. District Court for the District of Columbia's Mediation Program is offering a **free, full-day training** for attorneys interested in providing pro bono representation to pro se litigants in court-ordered mediation.

This inaugural workshop will focus on employment cases and cover:

- Building productive client relationships with pro se litigants
- Navigating the unique challenges of limited-scope representation
- Developing negotiation skills to help clients succeed in mediation

Attorneys who participate will be expected to take on at least one mediation case in 2026. Serving as pro bono counsel provides valuable assistance to both the

Court and unrepresented litigants, while offering attorneys practical skills applicable across practice areas.

Registration closes October 24. Materials and logistics will be sent the week of October 27.

[Register](#)

Community Event: Positioning Yourself as the Go-To Lawyer in Your Niche

Thursday, October 23, 2025

12:00 p.m.

Solosez will host a virtual program with Lana Manganiello, founder of Practice Growth Partner, on how to position yourself as the go-to lawyer in your niche. She'll share strategies for clarifying your message, attracting aligned referrals, pivoting as your practice evolves, and reinforcing your expertise across client touchpoints.

[Register on Zoom](#)

[View the LinkedIn Event](#)

Resources

Missed any of these recent sessions? You can [access the recordings and materials anytime.](#)

Here's a glimpse of some recent sessions:

- **What's It Like to be a Criminal Defense-Court-Appointed Lawyer in D.C.?**
- **AI for Small Firms**
- **AI in Action - ChatGPT & Descript for Law Firm Marketing**

If you are interested in a practice management assessment, [click here](#).

– Kaitlin & Dan

In other news . . .

[Legal Ethics Opinion 389](#), Flat Fees, Subscription Fees and Disbarment

For more tips on transitioning out of public service, read our **[latest article in Duly Noted](#)**.

For the recent results of the groundbreaking study on attorney mental health and well-being, [click here](#).

Read the **[LAP Spring Newsletter](#)**.

For more information on PMAS programs, [click here](#).

CLE, Communities Events & Pro Bono:

Continuing Legal Education programs are [here](#).

Communities Events are [here](#).

Pro Bono Center training programs are scheduled [here](#).

As we return to D.C. Bar headquarters for meetings and events, everyone entering the building will need to comply with the [COVID Guidelines](#).

Our Practice Management Advisors are:

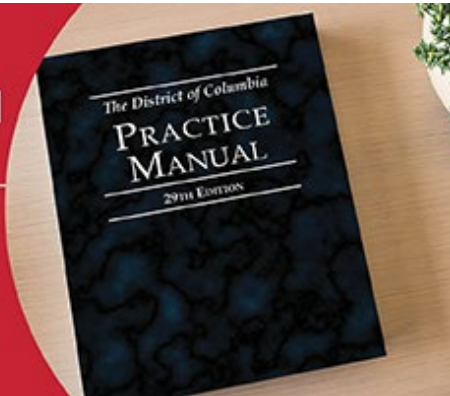
Kaitlin E. McGee / kmcgee@dcbar.org / 202-780-2764

Daniel M. Mills / dmills@dcbar.org / [202-780-2762](tel:202-780-2762)

Practice Management Advisors have a free and confidential relationship with D.C. Bar members pursuant to Rule 1.6(j) of the D.C. Rules of Professional Conduct.

District of Columbia Practice Manual

Every D.C. Lawyer's Must-Have Resource



This two-volume title, typically priced at \$495, is being offered to subscribers of this newsletter at a discounted rate of \$450. To obtain the discount code, please reach out to communitiesregistration@dcbar.org.



901 4th Street NW
Washington, DC 20001 USA
[202-737-4700](tel:202-737-4700)

[Practice 360°](#) | [Courses and Trainings](#) | [Mentoring Resource](#)