



JULIAN GARCIA LAW
Modern Business Counsel

WRITING CONTRACTS WITH CHATGPT

PREPARED FOR THE FOUNDER RESOURCE VAULT

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More Information:
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Step 1: Preliminary Research

1. Perform google searches for best practices regarding your type of contract. Standard forms may be available. E.g., California-specific Power of Attorney rules and forms.
2. Explore 2–3 law firm websites (in-state) to gather a baseline understanding of your legal situation and needs.
3. Then, with additional knowledge and context, ask ChatGPT for best practices regarding your type of contract.
4. Compile your research into bullet points of best practices.

Step 2: Setting up ChatGPT

1. Open a new conversation in ChatGPT. We recommend using JG Law's AI Boardroom Chief Contracting Officer, which is trained on California-specific contract rules.
2. Provide anonymized Role, Context, and Task information in the prompt.
 - a. The Role is a veteran contract attorney with particularly robust experience in your industry.
 - b. The Context should include i) your legal situation and what you hope to accomplish, and ii) the bullet point list of best practices for your type of contract.
 - c. The Task is to draft a table of contents outline of the contract, noting that the contract should i) achieve the goals set out in Context, and ii) adhere to the best practices set out in Context.
3. Once all relevant information is uploaded, hit enter.

Step 3: Drafting the Contract

1. In the same conversation, next instruct ChatGPT to generate the substantive provisions of Article 1 (or Section 1, depending on the length of the contract)
2. Once complete, proceed with Article 2, etc.
3. Extract each Article and paste into a new Word document.

Step 4: The Final 20%

1. Once all terms are drafted and pasted into a Word document, proceed with formatting:
 - a. Eliminate AI horizontal lines, unnecessary introductions and conclusions, randomly bolded words, etc.
 - b. Ensure consistent use of headers, subheaders, indentations, font, etc.
2. Review the substantive content to ensure it generally aligns with your goals.
3. **Get a second opinion.** ChatGPT makes mistakes. Speak with a licensed attorney to ensure your contract is legally sound.