

A PRACTICAL GUIDE

CLAUDE FOR LAWYERS

A Practical Guide to AI
in Everyday Legal Work

Claude drafts. You decide.

BRIJESH CHEDAYAN

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Brijesh Chedayan

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About the Author

Brijesh Chedayan works at the intersection of legal practice and technology. He has spent years building and improving software used by law firms, in-house legal teams, and collections businesses across the Gulf region. He has watched hundreds of lawyers try AI for the first time — some with great success, and some with avoidable frustration. This book is the guide he wishes every one of them had received on day one.

Preface

Lawyers are busy. That is not news. What is news is that a new kind of assistant has arrived — one that can read a hundred-page agreement in seconds, draft a first version of almost any document, and answer questions in plain language at any hour of the day.

That assistant is Claude, an AI model built by Anthropic.

This book, written by Brijesh Chedayan, has one simple goal: to show you, step by step, how to use Claude in real legal work. Not in theory. Not someday. Today.

You do not need a technical background. You do not need to understand how AI works under the hood. You only need curiosity and about the same care you already apply to a new junior colleague: give clear instructions, check the work, and stay responsible for the final product.

The examples in this book lean toward the UAE and the wider Gulf region — DIFC and ADGM matters, onshore court work, bilingual Arabic–English documents, and regional compliance questions. But the methods apply anywhere. Where something depends on your jurisdiction, the book says so plainly.

Read it cover to cover, or jump to the chapter that matches your day. Either way, keep one principle in mind throughout: **Claude drafts, you decide.**

— Brijesh Chedayan

Chapter 1: Introduction to Claude and AI in Legal Work

Every lawyer has had this day. It is 7 p.m. A client wants a summary of a 90-page facility agreement by morning. Three emails need careful replies. A junior has drafted a clause that is almost right, but not quite. There is no one left in the office to help.

This chapter introduces the tool that changes that picture: Claude, an AI assistant you can talk to in ordinary language.

The Problem Lawyers Face

Legal work is heavy with reading, writing, and repetition. Studies of law firm time consistently show that a large share of a lawyer's day goes to tasks that are important but routine: summarising documents, drafting standard letters, reformatting clauses, checking documents against checklists, and answering the same internal questions again and again.

None of this is why you became a lawyer. And all of it competes with the work that actually needs your judgement.

What Claude Is

Claude is an AI assistant made by a company called Anthropic. You use it the way you would use a chat conversation: you type (or paste) something, and Claude replies.

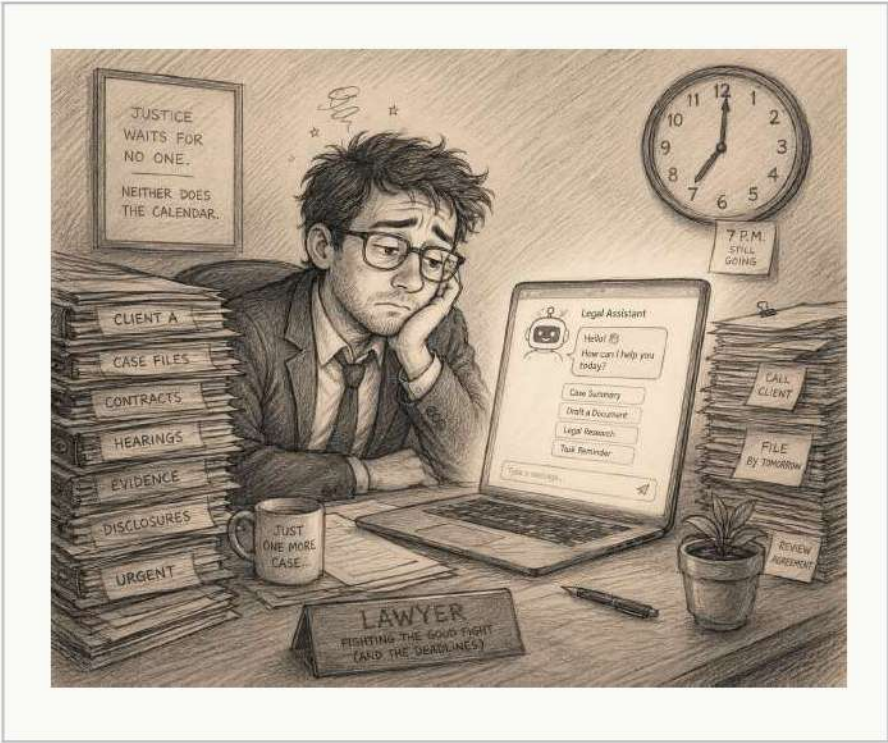
In practice, Claude can:

- Read long documents you give it and answer questions about them.
- Draft emails, letters, memos, clauses, and policies.
- Summarise contracts, judgments, and reports in plain language.

What Claude Is Not

Claude is not a lawyer. It is not a database of your country’s current laws. It does not know your client, your matter file, or your firm’s risk appetite unless you tell it. It can be confidently wrong, especially about specific statutes, case citations, court procedures, and anything that changed recently.

This matters everywhere, and it matters especially in the Gulf. UAE onshore law, DIFC law, ADGM law, and Saudi law are all different systems. A general answer that is right for one can be wrong for another. Claude can help you think and draft — but verification against primary sources remains your job.



Chapter 5: Claude for In-House Lawyers

In-house life is different. You have one client — the business — and it never stops asking. This chapter shows how Claude helps a legal team be the department that enables the business rather than the one that slows it down.

The Problem: One Team, Every Question

In-house teams face volume without leverage. The same three lawyers handle contracts, employment questions, regulatory queries, board matters, and the mystery clause someone found in a 2017 agreement. Everything is urgent. Outside counsel is expensive. And the business measures Legal by one metric: how fast can we move?

How Claude Helps

Contract triage. Summarise incoming third-party paper against your standard positions before a lawyer reads a word. The lawyer starts at the deviations, not page one.

Business-friendly translation. Turn legal analysis into a one-paragraph answer a sales director will actually read. Turn a rambling business request into a clear legal question.

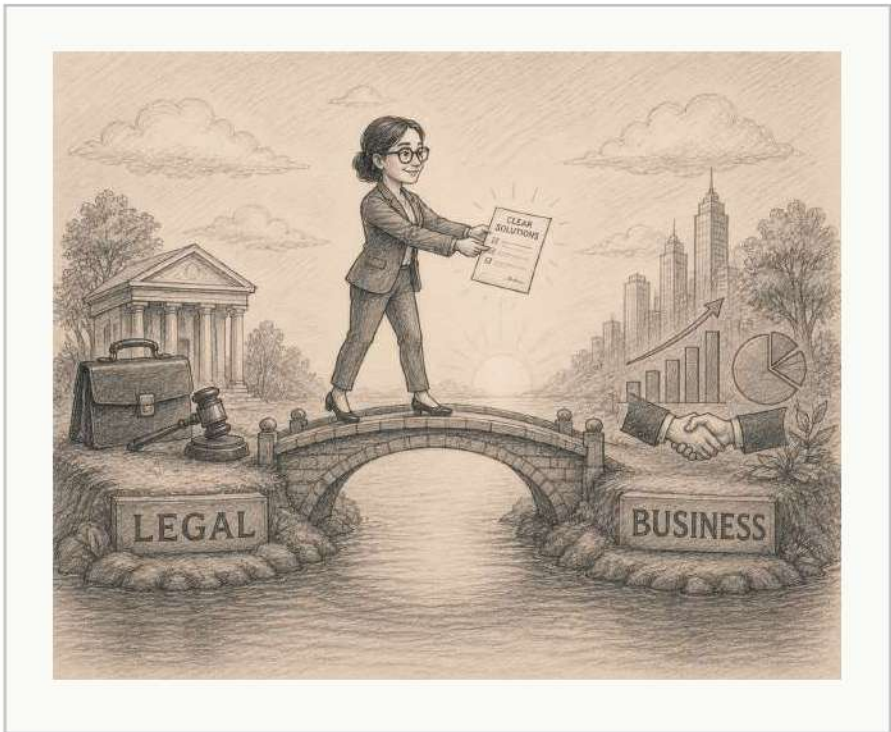
Self-service first drafts. Draft FAQs, playbooks, and template cover notes so the business can help itself with routine matters — with Legal's guardrails built in.

Outside counsel management. Summarise a long external advice memo into a board-ready half page. Draft precise instructions to external counsel so you pay for analysis, not for them re-asking the facts.

Board and management support. First drafts of board paper legal sections, resolutions, and meeting minutes from your notes.

The Gulf Dimension

In-house teams in the region juggle overlapping frameworks: onshore UAE law, DIFC or ADGM rules for entities in those zones, Saudi regulations for KSA operations, and often group policies written for a US or European parent. Claude is genuinely useful for a structured *comparison* (“map this group policy’s data-protection commitments against the UAE Personal Data Protection Law and list gaps to verify”) — provided you treat the output as a checklist for verification, not as advice.



Chapter 16: Conclusion — Your First Thirty Days

This book has covered a lot of ground: what Claude is, how it works, and how it helps across drafting, research, contracts, disputes, compliance, and operations — always with a lawyer’s judgement wrapped around it. Here is how to turn reading into practice.

Week 1: Learn by Doing, Risk-Free

Pick documents you already know well. Ask Claude to summarise them, and grade its work against your own knowledge. Practise the CIFIC prompting method (Chapter 12) on low-stakes tasks: emails, meeting notes, plain-language explanations.

Week 2: One Real Workflow

Choose the single task from this book that maps to your biggest weekly time drain — NDA triage, chronologies, policy summaries, whatever it is. Use Claude on it every time it arises this week. Keep the prompts that worked.

Week 3: Add the Guardrails

Write (or propose) the one-page responsible-use policy from Chapter 14. Confirm which tool and account type your organisation has approved. Set your personal rules: anonymise by default, verify every citation, review everything before it leaves.

Week 4: Bring the Team

Share your three best prompts with colleagues. Run a thirty-minute show-and-tell. Start the shared prompt library. Individual fluency helps you; team fluency changes the practice.

Appendix B: A Checklist for Safe Claude Use

Before you start

- ☐ I am using my organisation's approved tool and account type — not a personal account for client work.
- ☐ I know my organisation's AI policy (or I am using this book's Chapter 14 template until one exists).
- ☐ This matter has no engagement-term, court, or client restriction on AI tools.

Before you paste

- ☐ Client and third-party identifiers are removed or genuinely necessary.
- ☐ No data restricted by law (e.g., regulated personal data) is included without a proper basis.
- ☐ I would be comfortable explaining this use to the client.

When you prompt

- ☐ I stated the jurisdiction and legal system.
- ☐ I gave context, a clear instruction, the output format, and constraints (CIFIC).
- ☐ I asked Claude to flag uncertainty and jurisdiction-dependence rather than guess.

Before you rely on the output

- ☐ Every citation, article number, and quotation checked against the primary source.
- ☐ Every factual claim about law treated as unverified until confirmed.
- ☐ The document reviewed with full attention — polish is not proof.

Your smartest junior colleague just arrived.

Every lawyer's week is full of work that matters but does not need a lawyer to start it: summaries, first drafts, chronologies, contract mark-ups, policy updates. Claude — the AI assistant — can now produce the first version of almost all of it in seconds. The judgement, the strategy, and the signature stay with you.

Written in plain English for law firm lawyers, in-house counsel, and legal operations teams, this book shows you exactly how — task by task, prompt by prompt — with examples drawn from real practice across the UAE and the Gulf.

INSIDE:

- A five-step AI contract review and negotiation workflow
- Litigation support: chronologies, pleadings, and the adversarial read
- Compliance gap analysis, policy drafting, and horizon scanning
- The ClfC prompting method — brief AI like your best junior
- A 40-prompt library, safe-use checklist, and a one-page AI policy
- Ethics, confidentiality, and verification rules that keep you safe

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