

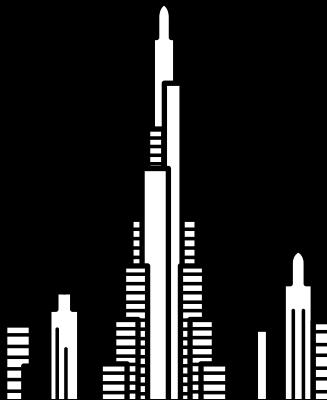


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THE LEGAL PROMPTBOOK

GUIDE TO THE P.C.T.S.F. METHOD

Prepared for the participants of
WLN Spring Conference 2026



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Part ONE

Be Bold, Be DubAI, Why not?



A summary of our first session focused on the vision and tools redefining the boundaries of the legal profession can be found in this video:

<https://youtu.be/yihEk3Fno68?si=ElqqKotUOYJILKD0>

In that session, we discussed how technology allows us to move from pure data analysis toward **strategic empathy**.

Do you remember that thought? AI is not here to replace the lawyer, but to remove the tedious, repetitive work that prevents them from being truly exceptional.

Now that we are familiar with the tools, it is time to move from theory to concrete practices. I want to show you how to turn this technology into a daily craft. I will show you a universal methodology that you can successfully apply to any other AI interface – whether it's Google Gemini, Microsoft Copilot, Claude, or Perplexity.

Part TWO

Be Bold, Be DubAI, Why not?



A detailed demonstration of these methods can be found in the video material that form the basis of this guide:
https://youtu.be/cY3x-rMLG_A?si=tVI8g-nNNEycVaF7

The goal is for AI to stop being treated as a mere text generator and become your most efficient support tool.

This is the moment to ask yourself: **BE BOLD, BE DubAI, WHY NOT?** Why not start applying these methods today?

PCTSF



The Prompt

In the legal world, this is nothing more than a 'briefing'.

What is a Prompt and why does AI "lie"?

Before we dive into the details, we must clarify two fundamental concepts:

1. The Prompt (Briefing)

In the legal world, a prompt is nothing more than a **briefing**. If an AI is given a vague command like "write something about lease agreements," the result will be useless. Why? Because without precise guidelines, the AI will generate generic text that fails to account for jurisdictional specifics, your clients' interests, or the concrete risks that we as professionals must mitigate. Such a result is a waste of time.

A prompt is a set of instructions, boundaries, and context:

- **Instructions:** The operational algorithm we impose on the technology.
- **Boundaries:** Safeguards that define the limits the AI cannot cross.
- **Context:** The fuel – specific knowledge about the case, without which the AI would have to rely on statistical probability rather than legal facts.



Hallucination

AI has a tendency to generate false information when it lacks sufficient source data.

This is the greatest fear in our industry. AI has a tendency to generate false information when it lacks sufficient source data. This is a deliberate feature of the technology – its purpose is to generate content that did not exist before. Fabricated case citations or non-existent statutory articles are the result of the algorithm's "creativity," aiming to fill an information gap with plausible-sounding text.



Grounding

Instead of asking the AI general questions, an instruction must be issued

How do we combat this? Through Grounding.

Instead of asking the AI general questions, we issue an instruction: "Respond ONLY based on this specific file that has just been uploaded."



The P.C.T.S.F. Method – 5 Pillars of an Ideal Prompt

An ideal legal prompt should be based on five pillars. This is the foundation of the **Be Bold, Be DubAI** approach:

1. **P (Persona)** – Role: What role should be assigned to the AI? What kind of expert do you need?
2. **C (Context)** – Context: What does the AI need to know about the case? Upload key documents.
3. **T (Task)** – Task: What exactly needs to be performed? Define the action algorithm.
4. **S (Style)** – Style: What should the tone be? Remember ethics and professionalism.
5. **F (Format)** – Structure: Form, memo, or a ready-to-file pleading?



Workshop: Case Study R vs CHO

Let's look at a practical application of the **P.C.T.S.F.** method using an extensive judgment from the UK Administrative Court in the case of **R (CHO) v Lonsdale School**.

Step 1: Uploading the file

<https://www.bailii.org/ew/cases/EWHC/Admin/2026/166.html>

Step 2: Building the Master Prompt

We create a precise command:

PERSONA: Adopt the role of an expert in administrative and education law.

CONTEXT: The attached file is the judgment in R (on the application of CHO) and Governing Body of Lonsdale School & Ors.

TASK: Perform a detailed analysis of the court's reasoning in relation to Ground 2. Identify 3 key reasons why the court held that the school did not breach the guidance.

FORMAT: Present the response in the form of a short analytical memo.

STYLE: Maintain a formal, precise, and objective style.

Step 3: Add Hallucination Safeguard:

GROUNDING: If the text of the judgment does not contain information on specific regulatory paragraphs, display the message: Data missing. Do not fabricate citations.



Prompting is the New Drafting

Remember: **Prompting is a new form of drafting.** It is precision of thought translated into the language of algorithms. I encourage you to experiment and implement these methods in your practice.

BE BOLD, BE DubAI, WHY NOT?

Visit the conference website to learn more and ask a question:

<https://bedubai.aiforeveryone.com.pl>



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