

Does Your Firm Have an AI Governance Policy?

ABA Formal Opinion 512 and state bar ethics rules require it. Five components. One page. How many can you check?

1 — Tool Inventory

- Every AI tool in use at the firm has been identified — including AI features embedded in existing software.
 - Each tool is classified by risk level, with unapproved tools restricted from client-data workflows.
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2 — Data Handling

- Retention terms, model training status, and Data Processing Agreement (DPA) availability are documented for every tool touching client data.
 - Firm-wide rules define what information may be entered into each tool.
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3 — Supervision

- Review standards exist for every AI use case — citations, drafted documents, summaries, client communications.
 - A supervising attorney is designated for AI output review on each matter.
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4 — Staff Training

- Every attorney, paralegal, and staff member has received role-specific AI governance training.
 - Written acknowledgments are on file.
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5 — Incident Response

- AI-related incidents are defined, a reporting chain is in place, and containment steps are documented.
 - Client notification and court disclosure obligations have been addressed.
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10 of 10: You are ahead of most firms. Annual review keeps you there.

5 – 9: You have gaps that create exposure. The question is which ones matter most for your practice.

Under 5: Your firm is operating without the framework the bar expects.

Unchecked boxes are not a to-do list. They are exposure. Let's talk about which ones matter most.

JDAI Consultants builds AI governance frameworks for solo and small law firms — tailored to your tools, practice areas, and bar requirements.

Free AI Readiness Assessment → jdaiconsultants.com/assessment.html

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