



PROGRAM MATERIALS

Program #3677

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Transform Your Legal Practice with AI: From Daily Tasks to Strategic Excellence

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Evolving Ethically:

Advancing Your Legal Practice with Strategic AI

CLE Ethics Credit | Rules 1.1 · 1.6 · 3.3 · 5.1 · 5.3

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Ruby L. Powers



**Immigration Attorney,
Law Practice Management,
Author and Business Coach**

- Licensed, 2008/ Founded Firm in Nov 2009
- Board Certified in Immigration Law, 2013
- Goldman Sachs 10K Small Businesses, 2015
- AILA Law Practice Management Chair, 2015-2017
- HBA Law Practice Management Section Chair, 2018-2019
- American Leadership Forum, 2020
- Author, Build and Manage Your Successful Immigration Law Practice (Without Losing Your Mind)
- Founded Powers Strategy Group L.L.C. in 2020
- Houston Business Journal 2021 Most Admired CEO Award
- American Bar Association, Co-Vice Chair of ABA TECHSHOW
- State Bar of Texas LRIN Committee
- Secretary, American Immigration Lawyers Association, TX, NM, OK Chapter
- Professor Law Office Management, University of Houston School of Law, Spring 2026
- Hosts the informative podcast "Power Up Your Practice"
- Author of "Power Up Your Practice: Create the Law Firm and the Life You Deserve"



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Course Overview

What This Course Covers

1 **Duty of Competence (Rule 1.1)**

AI hallucinations & verification obligations

2 **Confidentiality (Rule 1.6)**

Vetting AI tools that process client data

3 **Supervision (Rules 5.1 & 5.3)**

Oversight of AI-generated work product

4 **Candor (Rule 3.3)**

Maintaining accuracy while using automation

Learning Objectives

- Establish protocols for AI-generated work supervision
- Build a framework for ethical AI integration in high-volume practice
- Leave with actionable policies for competency, privacy & candor

The Ethical Rules Framework

Rule 1.1 — Competency

Understand the AI tools you use — including their limitations.

Rule 3.3 — Candor

Verify all AI-generated citations before any court submission.

Rule 1.6 — Confidentiality

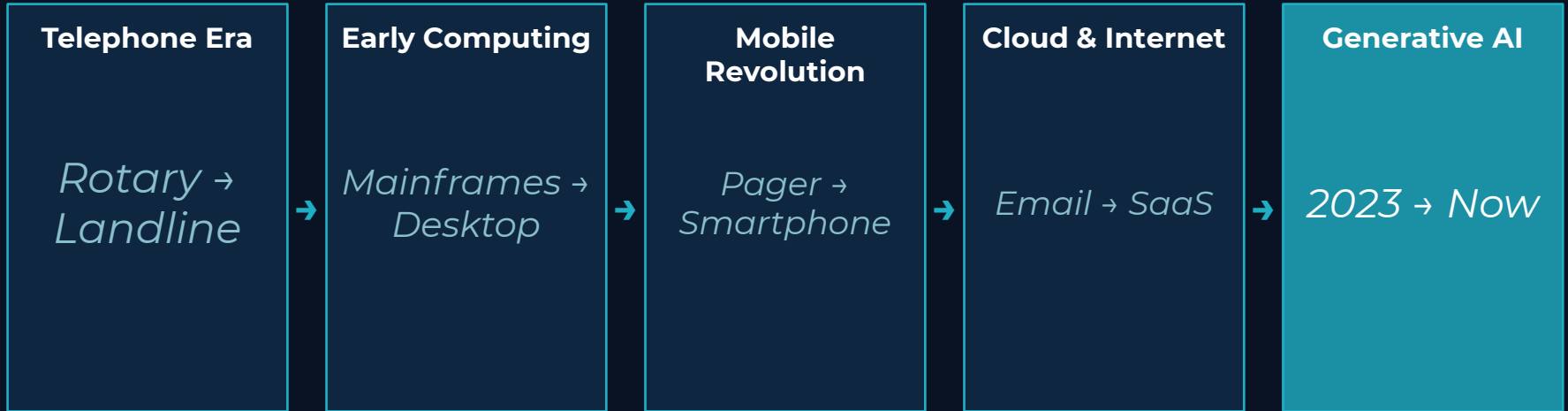
Protect client data when selecting and using AI platforms.

Rules 5.1 & 5.3 — Supervision

Attorney review is required for all AI-generated work product.

The Only Constant Is Change

"The Only Constant in Life Is Change." — Heraclitus



"The Only Constant in Life Is Change." - Heraclitus

AI Adoption Is Accelerating

53%

of small firms & solo
practitioners
now integrating gen AI

up from 27% in 2023

Smokeball 2025

76%

of corporate legal
departments
using gen AI weekly

Wolters Kluwer 2024

68%

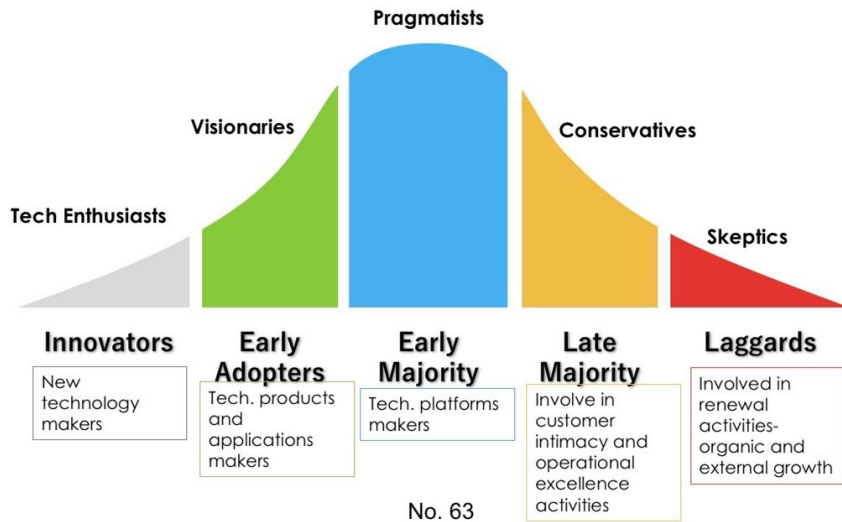
of law firm professionals
using generative AI weekly

Wolters Kluwer 2024

AI adoption in law is no longer optional — it's competitive survival.

Where are you on the curve?

Rogers' Innovation Adoption Curve



Hesitation Concerns:

- Lack of Trust
- Confidentiality and Ethics Concerns
- Waiting for it to mature
- Waiting for Additional Guidance
- Concerns about Impact
- AI Can't replace Legal Acumen
- Not Needed/Misc

- A minority of firms are early adopters, fully understanding the value and embracing with open arms

How Legal Professionals Are Using AI

Marketing

Content, SEO, social media, lead generation

Research

Legal research, case law, statute interpretation

Correspondence

Drafting emails, client updates, plain-language translations

Writing

Proofreading, drafting briefs, citation confirmation

Firm Management

HR, onboarding, billing, intake workflows

Practice Efficiency

Document automation, intake forms, deadline tracking

5 Areas of Your Firm You Can Use AI

01

Receptionist & Intake

AI chatbots for 24/7 screening & smart intake forms

02

Consultation & Onboarding

Automated welcome sequences & digital onboarding workflows

03

Life of the Case

Deadline tracking, status updates & predictive analytics

04

Writing & Research

Motion drafting, case analysis & legal research tools

05

Marketing

Content repurposing, SEO & social media automation

AI Tools Every Legal Practice Should Know

Claude (Anthropic)

AI Assistant

Connect to Gmail, Slack, Notion, Drive. Draft reports, contracts, web apps. One prompt, real deliverables.

NotebookLM

Case Analysis

Upload 500-page case files. Ask specific questions. Audio Overview turns files into AI strategy discussions.

Drafty AI

Legal Drafting

Generates skeleton of complex motions & petitions. AI handles first 80% — you focus on the strategy.

Otter.ai / Fireflies

Meetings & Notes

Transcribe every client call. Generate instant action items. Institutional memory on autopilot.

Trellis / Descrybe

Legal Research

Trellis unlocks state trial court filings. Descrybe: deep legal research + drafting at ~\$75/month.

Case Status

Client Experience

Real-time 'pizza tracker' for clients. Reduces status-update calls by 80%.

Tech Tips: Best Practices to Travel With

Use a Password Manager

Dashlane, 1Password, or Bitwarden — stop reusing passwords across client platforms.

Enable 2FA Everywhere

Two-factor authentication on all firm accounts. Non-negotiable for client data security.

Back Up to the Cloud

Automatic backups (Google Drive, iCloud, OneDrive). If your device fails, your work doesn't.

Use a Scheduling Tool

Calendly, Acuity, or similar — eliminate back-and-forth and automate intake scheduling.

Document Your Workflows

Before automating, write down how you work. Clarity creates better AI prompts & better results.

Implementing AI in Your Practice

Be organized. Be strategic. Be intentional.

1 Assess Needs & Goals

Identify your 'Highest and Best Use' — what only you can do. Automate or delegate the rest.

2 Choose the Right Tools

Match tools to specific problems. Evaluate security, integrations, and vendor reliability. Pilot before firm-wide rollout.

3 Develop an Implementation Plan

Document workflows before automating. Set timelines, assign owners, build staff training into the plan.

4 Monitor & Improve Continuously

Conduct quarterly tech audits. Measure ROI — time saved, errors reduced, client satisfaction.

Ethical Considerations: Know Your Rules

Know Your Rules

- State Rules of Professional Conduct
- Local Rules
- Tribunal Rules
- ABA Formal Ethics Opinion 512 (Jul. 2024)
- Rule 1.1 — Competency
- Rule 1.6 — Confidentiality
- Rule 3.3 — Candor to the Tribunal
- Rules 5.1 & 5.3 — Supervision

⚠️ Potential Ethical Pitfalls

- ⚠️ Competency: Using AI without understanding its limitations
- ⚠️ Confidentiality: Client data in tools that train on submissions
- ⚠️ Candor: Submitting AI-generated work with false citations
- ⚠️ Supervision: Approving AI drafts without proper review
- ⚠️ Fees: Charging full hourly rate for AI-completed tasks

Rule 1.1: Competency & AI Hallucinations

Understand the Tools You Use

Know how LLMs work — they predict text, not truth. AI can confidently generate plausible-sounding but entirely fabricated citations.

Trust But Verify — Always

Every citation, every statute, every case name must be independently verified against Westlaw, Lexis, or official reporters.

Stay Current on AI Developments

Competency under Rule 1.1 includes keeping up with relevant technology. ABA Op. 512: this is an ongoing duty, not a one-time training.

You Own the Output

AI drafts the structure. The legal strategy, judgment, and review? That's yours. You sign it. You're responsible.

Rule 1.6: Confidentiality & AI Tools

Vet Every Tool Before Use

Read the privacy policy. Does the tool train on your inputs? Use enterprise tiers that prohibit training on your data.

Establish an AI Acceptable Use Policy

Written firm policy required: approved tools, data entry rules, who has authority to add new tools.

Anonymize Before You Prompt

Remove names, A-numbers, countries, and dates that identify a client. Use placeholders for excellent results.

Staff Training is Non-Negotiable

Your duty extends to supervising non-lawyers. Paralegals using free AI tools without guidance = your liability.

Inform Clients

Best practice: disclose in engagement letter that AI tools may be used and explain your safeguards.

Enterprise Solutions (e.g., Claude)

Tools like Claude via API offer enterprise data protections. Claude does not train on conversations by default.

Rules 5.1 & 5.3: Supervising AI-Generated Work

The Human-in-the-Loop (HITL) Protocol

Mandatory Review

No AI-generated output — RFEs, motions, petitions, correspondence — is finalized without licensed attorney review. No exceptions.

Document the Review

Create a checklist: citations verified, law current, facts checked, tone reviewed. If it's not documented, it didn't happen.

Train Your Team

Staff must understand what AI can and cannot do. Regular training on all tools in use. Written protocols on AI drafts.

Build Quality Workflows

Establish: (1) AI draft → (2) Associate review → (3) Partner sign-off → (4) Final file.

Rule 3.3: Candor to the Tribunal

REAL CASE | Mata v. Avianca (2023): Attorneys sanctioned for submitting a ChatGPT brief with non-existent citations — fake quotes, fake cases. Courts are now issuing AI disclosure requirements nationwide.

Verify Every Citation — No Exceptions

Run every case cite through Westlaw or Lexis. Check Shepard's or KeyCite. Treat all AI citations as unverified until confirmed.

Disclose AI Use When Courts Require It

Multiple courts now require AI disclosure certifications. Know your forum's local rules. When uncertain, disclose proactively.

Your Certification = Your Responsibility

When you sign that brief, you certify citations are real and law is accurate. AI's confidence level is irrelevant to your professional responsibility.

U.S. v. Heppner — S.D.N.Y. (Feb. 2026)

First nationwide ruling on AI use & attorney-client privilege **THE FACTS**

After receiving a grand jury subpoena, Bradley Heppner used Claude — without direction from counsel — to input information learned from his attorney, prepare defense strategy reports, and outline legal arguments. He shared Claude's outputs with his attorney, which influenced counsel's strategy. The government moved to compel the ~31 AI documents. Judge Rakoff (SDNY) ruled they were NOT protected.

1

Not Attorney–Client Communication

"Because Claude is not an attorney, that alone disposes of Heppner's claim of privilege."

Court treated Claude as a third party — not a tool.
Contrast: clients use Gmail & Google Docs through third parties without losing privilege.

2

No Reasonable Confidentiality

Heppner communicated with a third-party platform and consented to Anthropic's privacy policy.

Court cited Anthropic's right to collect inputs/outputs for training and disclose to third parties, including in litigation.

3

No Purpose of Legal Advice

Court asked: did Heppner intend to get legal advice from Claude? Claude itself disclaimed giving legal advice.

Court noted: if counsel had directed Heppner to use Claude, the Kovel doctrine might have applied.

Heppner: Critique & Practical Takeaways

Why the Ruling Is Contested

Tool, not a person

Other courts: AI is "a tool, not a person" (E.D. Mich.). Clients use Gmail & Google Docs through third parties without losing privilege.

Privacy policy ≠ no confidentiality

Free Claude users can opt out of training data collection. Anthropic auto-delinks data from user IDs. Google & Slack have similar policies.

Wrong question on purpose

Court asked: did Heppner seek advice from Claude? Better question: did he use Claude to facilitate advice from counsel? His express purpose was "talking to counsel."

Kovel workaround is formalistic

Requiring attorney direction invites boilerplate sign-offs and asymmetrically disempowers clients in shaping their own representation.

⚖️ Practical Takeaways for Attorneys

📄 Direct client AI use in writing

Issue a written instruction or engagement clause authorizing clients to use AI tools — invoking Kovel protection.

🔒 Advise clients on privacy settings

Tell clients to use enterprise/API tiers and opt out of all training data collection before using AI on their matter.

👉 Frame AI as facilitating your advice

Document that client AI use is aimed at preparing for or communicating with counsel — not substituting for it.

📰 Watch this space

Heppner is the first word, not the last. More courts will weigh in. Update your AI policy as case law develops.

Using AI Ethically for Legal Research & Writing

The 4-Step Research Framework — Still Applies in the AI Era

Step 1

Secondary Sources First

Frame the issue, build theory. AI excels here — brainstorming, framing, background research.

Step 2

Current Binding Authority

Find all relevant, current binding authority. AI can help identify — but you must verify against Westlaw/Lexis.

Step 3

Best Persuasive Authority

AI can identify circuit splits and analogous cases. Always confirm authenticity and verify full context of any quote.

Step 4

Policy & Concepts

Return to secondary sources to bolster arguments. AI is strong on synthesizing policy — human judgment drives strategy.

No substitute for: reading the decision on appeal · reviewing the record · creating your own legal theory

Protect Yourself & Your Clients

Stay Current — CLEs on AI

ABA Op. 512 makes ongoing competency an affirmative duty. This field moves fast — yesterday's best practice may already be outdated.

Trust But Verify

AI output is a starting point, never a final product. Every citation, fact, and date must be independently confirmed.

Transparency with Clients

Tell clients when AI is used in their cases. Explain its role — benefits and limitations. You remain responsible for all AI work product.

Transparency with the Tribunal

Know your forum's AI disclosure rules. When courts require certification, comply fully. When uncertain, disclose voluntarily.

Data Privacy & Security

Approved tools list.
Enterprise-grade solutions with data protection contracts. Secure connections and encryption.

Build Your AI Policy Now

Written firm policy: approved tools, data entry rules, review workflows, disclosure standards, training requirements.

Challenges & Considerations

⚠️ Data Privacy & Confidentiality

Anything you enter may be used for model training. Understand your vendor's terms before inputting ANY client information.

⚠️ Bias & Fairness in AI Algorithms

AI reinforces patterns in training data, including historical biases. Review outputs critically — especially in case assessments.

⚠️ Accuracy — No Guarantees

AI does not guarantee output accuracy. Citations can be fabricated. Legal standards can be outdated. Verify everything, every time.

⚠️ Data Security & Compliance

Not all AI tools are enterprise-secure. Use vetted, contract-backed enterprise solutions for all client work.

⚠️ Staff Training & Skill Development

72% of legal employers say tech expertise is now a hiring factor. Ongoing training isn't optional — it's competitive survival.

⚠️ IP & Copyright Issues

AI-generated content is not subject to copyright protection and may inadvertently infringe on existing IP. Review carefully.

Workflow Efficiency & Billing Trends

74%

of billable tasks could
be automated by AI

Clio Legal Trends 2024

60% believe AI will reduce the
dominance of billable hours

Time & Energy Audit

Which tasks fuel growth? Automate or delegate anything that doesn't move the needle.

Automate Client Communication

Calendly + Zapier for welcome sequences. Case Status reduces status-update calls by 80%.

AI for Document Automation

Standard intake sheets, retainers, filings — populated in seconds from templates.

Improve Response Times

AI-powered intake and communication closes the gap — 24/7, automatically.

Flat-fee billing grown by 34% since 2016 • Over 50% of firms ready to adapt pricing structures

Upskilling & Continuous Education

72%

of legal employers say tech expertise is a hiring factor

Online Courses & CLEs

AI-focused CLEs fulfill both tech competency and ethics obligations. Coursera, LinkedIn Learning, and bar-accredited providers.

Internal Training Programs

Build AI literacy firm-wide. Everyone needs to know approved tools, their limits, and what requires attorney review.

Reward Innovation

Create incentives for staff who find AI tools that improve the firm. Thoughtful experimentation beats paralysis by analysis.

Wondering.app — Duolingo for Anything

Turn any topic into a structured course with 3-minute bite-sized lessons. Perfect for busy practitioners learning about AI.

Don't be afraid to use AI tools — experiment, learn, iterate.

Concluding Thoughts

AI Integration

Legal professionals leveraging AI across 5 critical firm areas — efficiency, accuracy, and client satisfaction follow.

Strategic Implementation

Successful adoption requires thoughtful planning, staff training, and firm goal alignment. Organized beats rushed.

Ethics Non-Negotiable

Rules 1.1, 1.6, 3.3, 5.1, 5.3 all apply. AI doesn't get you off the hook — it adds new responsibilities.

Technology Audits

Regularly assess your tech stack. Inventory, security compliance, performance evaluation, risk analysis — quarterly.

Emerging Billing Trends

Flat-fee and value-based billing rising. 60% believe AI will reduce the billable hour's dominance. Adapt now.

Upskilling is Competitive

72% of employers factor tech expertise in hiring. Continuous education keeps you relevant and ethically covered.

"Advocate, Advise, and Accompany — the three essential roles lawyers will play in the post-AI era." — Jordan Furlong

Thank you!

Q & A Time

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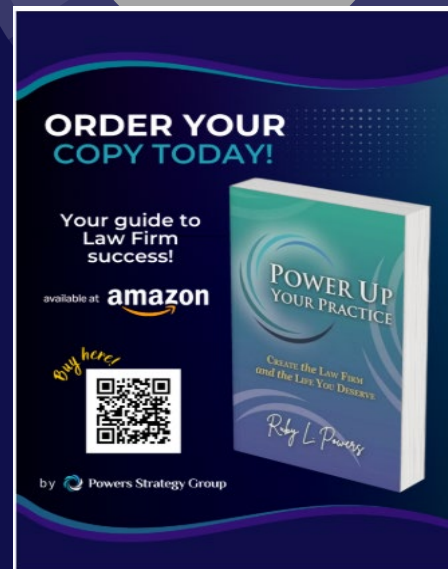


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