

PALM BEACH COUNTY LEGAL AI COMPLIANCE

AI Compliance Checklist for PBC Attorneys

Use this 2-page checklist to pressure-test whether your firm has a practical disclosure, verification, confidentiality, and attorney signoff workflow for Administrative Order 2.109-4/26.

5-DAY AUDIT READY

1 Disclosure Trigger
Know when generative AI use must be disclosed.

2 Independent Review
Verify facts, citations, authority, and conclusions.

3 Human Signoff
Make attorney judgment visible before filing.

Before any AI-assisted filing goes out

Use this section at the matter level. If any item is unclear, your firm has a process gap, not just a training gap.

- Was generative AI used to create new content?
Examples: drafting, summarizing, translating, legal analysis, notes, images, audio, or video used in a covered filing.
- Was the AI tool identified by name?
Record ChatGPT, Claude, Copilot, Lexis+AI, Co-Counsel, Harvey, or any other tool used.
- Was client or matter information entered?
Check confidentiality, privilege, data retention, and tool terms before use.
- Were factual assertions verified?
Match statements to the record, evidence, discovery, client materials, or a verified source.
- Were citations and quotations verified?
Check every case, statute, rule, quotation, and proposition against a reliable legal source.
- Was the final disclosure/certification reviewed?
Confirm required language and placement before the attorney signature block or conclusion of filing.

The 60-second disclosure test

- 1** Did AI create language, analysis, summaries, or other new content for the filing?
- 2** Could the filing contain AI-generated facts, citations, quotations, or conclusions?
- 3** Can your firm show who reviewed the output and what source was used to verify it?

If the answer to #3 is no, book a workflow review before your next AI-assisted filing.

Firm readiness checklist

Use this page with your managing partner, firm administrator, ethics counsel, legal operations lead, or practice group leader.

A. Tool governance

- Approved tools list exists
- Allowed, restricted, and prohibited tools are named.
- User roles are defined
- Attorneys, paralegals, assistants, and vendors have clear limits.
- Terms are reviewed
- Data retention, training use, deletion rights, and confidentiality are checked.
- No open-ended shadow AI
- Unapproved tools are not used for client or matter work.

B. Verification workflow

- Citation check required
- Every cited authority is verified against a reliable legal source.
- Fact check required
- Every factual assertion is matched to a record source.
- Conclusion review required
- AI reasoning is tested for overstatement and unsupported inference.
- Attorney signoff captured
- A responsible attorney signs off before filing.

C. Disclosure and filing process

- Disclosure trigger is clear
- The firm knows when generative AI creates new content.
- Tool name is recorded
- The exact AI program is captured for certification.
- Certification placement is checked
- The firm confirms placement near the conclusion or signature block.
- Matter file is updated
- The AI use record is retained with the matter file.

D. Training and controls

- Staff trained on allowed use
- The firm has a dated record of who was trained and when.
- Confidentiality screen exists
- Users know what cannot be entered into an AI tool.
- Sample prompts are approved
- High-risk use cases have pre-approved prompt patterns.
- Review cadence is set
- Policy and workflow are revisited as court guidance and tools change.

Need to go from exposed to covered?

The Compliance Shield Audit maps your current AI use, identifies gaps under AO 2.109-4/26, drafts a practical governance policy, and builds a verification workflow your attorneys can follow in 5 business days.

[BOOK AUDIT](#)

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Primary sources: 15th Judicial Circuit Administrative Order 2.109-4/26, signed April 10, 2026 and listed as not vacated; The Florida Bar Ethics Opinion 24-1, approved January 19, 2024. Review both source documents before adopting firm policy.