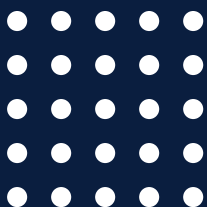


DraftyAI

Mastering AI Prompting for Immigration Lawyers: The Smarter Way to Draft



Unlocking AI: The Ultimate Prompting Guide for Immigration Lawyers

Transform Your Practice with AI-Powered Efficiency

AI is transforming the legal profession, equipping immigration lawyers with powerful tools to streamline workflows, improve accuracy, and serve clients more effectively. This guide provides a practical roadmap for confidently integrating AI into your practice, with tailored techniques that align seamlessly with your day-to-day work.

This guide is your step-by-step resource for confidently using AI, tailored specifically for immigration law. Inside, you'll find:

- **Actionable Frameworks:** Clear, practical steps to craft effective prompts and harness the full potential of AI.
- **Real-World Examples:** Ready-to-use prompts for common scenarios—such as USCIS cover letters, RFE responses, and more.
- **Time-Saving Tips:** Strategies to eliminate repetitive tasks so you can focus on what matters most.

You don't need to overhaul your practice or adopt unnecessary complexity. This guide will help you make small, practical changes that lead to meaningful results, whether you're new to AI or already exploring its capabilities.

By the end of this guide, you'll have a trusted resource to improve your efficiency, enhance your legal work, and stay competitive in a rapidly evolving field.

Ready to unlock the potential of AI in your immigration law practice? Let's dive in.

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SECTION I: THE BASICS OF AI PROMPTING

What is AI Prompting?

AI prompting is the skill of effectively communicating with AI tools like ChatGPT to achieve precise, high-quality results. Think of it as giving clear instructions to a highly skilled assistant. Your input shapes the quality of the output.

For immigration lawyers, this means crafting prompts that help draft USCIS forms, generate statements of purpose (SOPs), client communications, and even research case law. The clearer and more structured your prompts, the better the results.

Why Prompts Matter

Your results depend on the quality of your prompt. A vague prompt leads to generic, often less useful content. Conversely, a specific, well-crafted prompt ensures tailored and accurate output.

For example:

1. Vague Prompt: *"Write a USCIS cover letter for an I-130 marriage petition for a couple who met 2 years ago. The petitioning husband is a USC and the wife entered EWI from El Salvador"*

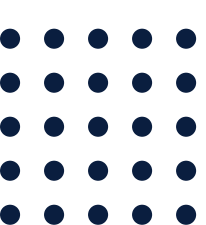
2. Specific Prompt: *"Draft a cover letter for a USCIS I-130 marriage-based green card petition. The petitioner is a U.S. citizen married to the beneficiary for two years. The letter should:*

- *Briefly introduce the petitioner and beneficiary, including their full names and relationship.*
- *Indicate the purpose of the submission: to petition for the beneficiary's lawful permanent residency.*
- *List the enclosed supporting documents, such as:*
 - *Completed Forms I-130 and I-130*

- *Marriage certificate*
- *Joint bank account statements and lease agreement*
- *Photographs of the couple together*
- *Form I-864 (Affidavit of Support)*
- *Conclude with a polite request for favorable adjudication.*
- *Use a professional tone and formal business letter formatting, addressed to USCIS."*

The second prompt provides context, details, and structure, allowing the AI to produce a usable result with minimal edits.

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SECTION II: DOS AND DON'TS OF AI PROMPTING

Mastering AI Prompting

Mastering AI prompting involves understanding best practices and avoiding common pitfalls. Follow these guidelines to achieve optimal results while maintaining efficiency and professionalism.

Dos

1. Be Specific

Include key details such as the document type, intended audience, and desired structure. Specificity gives the AI clear direction and minimizes the need for revisions.

2. Set Expectations

Define the tone, length, and formatting requirements up front to ensure the output aligns with your needs.

3. Provide Context

Offer enough background information about the case or situation so the AI can generate a tailored and accurate response.

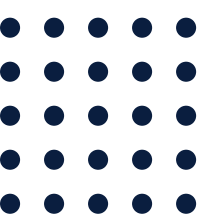
Don'ts

1. Use Vague Prompts

Vague instructions lead to generic or unhelpful responses. Use detailed, specific prompts to generate actionable and accurate results.

2. Don't Overload the LLM (ChatGPT, Copilot, Claude, etc)

Overly complex tasks can overwhelm the AI, resulting in unfocused or incomplete output. Break large tasks into smaller, manageable steps, especially when using public LLMs like ChatGPT.



3. Don't Input Confidential Data

Always protect client privacy. Anonymize personal details or use placeholders in your prompts when working with tools like ChatGPT or Perplexity. Alternatively, choose secure platforms with strong data protections, such as DraftyAI.

Example of an Overloaded Prompt:

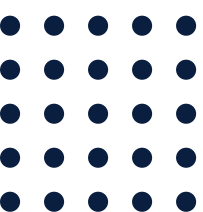
"Write a detailed brief for a green card application, including the client's history, family ties, reasons for hardship, legal precedents, and supporting documentation."

Solution: Break it down into smaller, focused prompts:

- *"Summarize the client's background for a green card application."*
- *"List legal precedents supporting financial hardship claims."*
- *"Draft the cover letter based on these inputs."*

This step-by-step approach helps the AI better understand the context and structure, resulting in more accurate and useful outputs.

By following these dos and don'ts, you'll maximize the efficiency and accuracy of AI tools—saving time while producing professional, reliable results with ease.



SECTION III: PROMPT REFINEMENT TECHNIQUES

AI prompts are rarely “one-and-done.” Refining your prompt is essential for achieving more accurate and tailored results. Below are actionable techniques to improve outputs when the initial response doesn’t quite meet your needs.

1. Add Context

Including specific details in your prompt helps the AI understand your exact requirements, leading to more precise and relevant outputs.

Example:

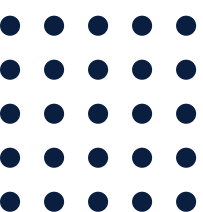
- **Original Prompt:** *“Draft a cover letter for an I-130 petition of a petitioning USC husband to an immigrant wife.”*
- **Refined Prompt:** *“Draft a USCIS cover letter for an I-130 petition. The petitioner is a U.S. citizen male married to a foreign national female from Honduras. Highlight their shared residence, joint finances, and community involvement in the letter. Explain that they met during the USC’s visit to Honduras in 2015. Explain they share a home together in Miami, FL now and they got married in 2023. They have a son name Jacob.”*

Tips:

- Provide clear, concise details such as purpose, audience, and tone.
- Include specific points or examples you want addressed.
- If applicable, specify the document format (e.g., letter, report, bulleted list).

2. Ask for Alternatives

If the AI’s initial response isn’t quite right, request variations or adjustments. This can unlock more creative, refined, or targeted perspectives.



Example:

- *"Rewrite this RFE response with a more persuasive tone and more detail about their shared residence and children."*
- *"Expand the argument about financial hardship with additional examples, including _____."*

Tips:

- Specify which element you'd like to change (e.g., tone, structure, level of detail).
- Ask for multiple drafts or perspectives to compare options.
- For persuasive writing, request techniques such as emotional appeals, logical reasoning, or evidence-based arguments.

3. Adjust the Output

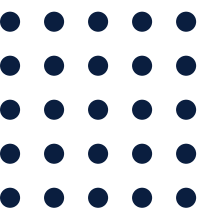
If the length, style, or focus of the AI's response doesn't meet your needs, clearly specify the desired changes.

Example:

- *"Summarize this brief in 200 words."*
- *"Make this email template sound more formal."*

Tips:

- Define the exact format (e.g., bullet points, summary, or narrative).
- Set clear constraints, such as word count, tone, or reading level.
- Provide a sample structure or example for the AI to follow.



4. Iterate with Follow-Up Prompts

Generative AI works best with iterative guidance, that is, using a series of prompts in a back-and-forth conversation. Follow-up prompts allow you to clarify, expand, or redirect the response to better meet your needs.

Example:

- **Initial Prompt:** "Write an article about the immigration process."
- **Follow-Up Prompt:** "Add a section explaining the role of a sponsor in a green card application."

Tips:

- Treat the interaction like a collaboration, refine and build incrementally.
- Don't hesitate to point out specific weaknesses in the output, such as missing details, incorrect tone, or lack of structure.

5. Use Role-Based Prompts

Assigning a role to the AI helps generate more specialized and context-aware output.

Example:

- "Act as an immigration lawyer and draft an FAQ for green card applicants."
- "You are a USCIS officer. Write a sample response to an I-485 inquiry."

Tips:

- Clearly define the role, including the AI's expertise, responsibilities, or intended audience.
- Combine role-based prompts with detailed instructions for more accurate and professional results.

6. Provide Examples of Desired Output

Sharing examples or templates with the AI helps it better understand the format, tone, and quality you're aiming for.

Example:

- Prompt: *"Rewrite this letter to match the tone of this example. [Insert Example Text]"*

Tips:

- Include excerpts or describe the key features of the ideal output.
- Clearly highlight the desired tone, style, or structure in your instructions.

7. Ask for Step-by-Step Reasoning

For complex queries, asking the AI to break its response into steps or stages can significantly improve clarity and completeness.

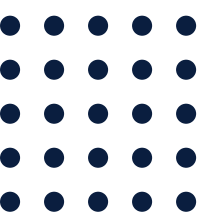
Example:

- *"Explain the process of filing an I-130 petition step by step."*
- *"Analyze the risks and benefits of concurrent filing in three bullet points."*

Tips:

- Use keywords like "step-by-step," "break it down," or "analyze."
- For legal or procedural guidance, request detailed explanations, examples, or specific case scenarios.

By mastering these prompt refinement techniques, you can turn vague or generic outputs into precise, actionable, and high-quality responses tailored to your professional needs.



SECTION IV: THE DRAFT FRAMEWORK FOR FAIL-PROOF PROMPTS

Sometimes, we open ChatGPT with a clear goal but struggle with how to start crafting instructions or how much detail to include. Other times, we may accidentally omit important information. To solve this, we use a simple, effective framework that helps create accurate and detailed prompts on the spot—consistently producing high-quality outputs.

The DRAFT Framework is a straightforward yet powerful tool designed to ensure your AI prompts generate clear, precise results. This method helps you structure prompts for drafting immigration documents such as cover letters, RFEs, affidavits, memorandums, or legal letters.

DRAFT stands for:

- 1. Document Type** – Specify the type of document you need.
- 2. Role** – Define the role the AI should assume (e.g., an experienced immigration attorney).
- 3. Action** – Clearly state what you want the AI to do (e.g., draft, summarize, analyze).
- 4. Formatting** – Describe how the document should be organized (e.g., use headings, bullet points, etc.).
- 5. Tone** – Indicate the desired tone (e.g., professional, assertive, empathetic).

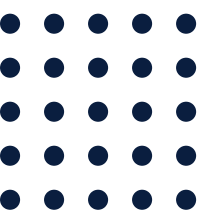
Why Use the DRAFT Framework?

The DRAFT Framework removes ambiguity by providing the AI with all the information needed to deliver high-quality drafts with minimal editing. By breaking your prompt into these five elements, you'll save time, reduce confusion, eliminate inconsistencies, and ensure the output meets your professional standards.

Example Prompt:

- *“Draft a response to an RFE for an H-1B visa application. Act as an experienced immigration attorney. The RFE requests additional evidence to demonstrate that the offered position qualifies as a specialty occupation and that the beneficiary meets the educational requirements. Include relevant legal citations (e.g., INA § 214(i)(1), 8 CFR § 214.2(h)(4)(ii)), specific examples of specialty occupation criteria, and persuasive arguments addressing each issue raised in the RFE. Use clear headings for each issue and attach a list of supporting documentation. Maintain a professional, direct, and assertive tone.”*
 - *Document Type: Response to an RFE (Request for Evidence).*
 - *Role: Act as an experienced immigration attorney.*
 - *Action: Include relevant legal citations (e.g., INA § 214(i)(1), 8 CFR § 214.2(h)(4)(ii)), specific examples of specialty occupation criteria, and persuasive arguments addressing each issue raised in the RFE.*
 - *Formatting: Use clear headings for each issue and attach a list of supporting documentation.*
 - *Tone: Maintain a professional, direct, and assertive tone.”*

By specifying the document type and organizing the prompt with these clear elements, you'll ensure the AI produces a polished and effective draft with minimal editing.



SECTION V: PROMPT BANK

This section is designed as a reusable resource, offering refined, actionable prompts tailored to specific immigration scenarios. These prompts serve as structural guidelines to help you efficiently draft high-quality documents. To achieve the best results, customize each prompt with specific, accurate information relevant to the individual case. Additionally, applying the tips provided throughout this guide will further enhance the output, ensuring your deliverables meet professional standards and align with client needs.

1. Green Card Application Cover Letter

Refined Prompt:

"Draft a USCIS I-130 cover letter for a U.S. citizen petitioner married to the beneficiary for two years. The letter should:

- Highlight evidence of a bona fide marriage, such as joint tax returns, shared financial accounts, and proof of shared residence.*
- Reference the petitioner's financial co-sponsorship using Form I-864.*
- Mention additional documentation, such as photos or affidavits, demonstrating the couple's established marital life.*
- Structure the letter with clear headings ('Introduction,' 'Evidence of Bona Fide Marriage,' 'Conclusion') and maintain a formal, concise, and professional tone."*

Pro Tip: Always include a checklist of documents at the end to simplify the adjudicator's review process.

2. Motion to Reopen

Refined Prompt:

"Draft a motion to reopen an asylum case for a client who has obtained new evidence of targeted threats in their home country. The motion should include:

- *A brief summary of the original case context and the reasons for the prior denial.*
- *A detailed explanation of the new evidence, including specific dates, incidents, sources, and its relevance to the case.*
- *A legal argument citing statutory authority or relevant case law supporting the motion to reopen.*
- *A formal conclusion requesting reconsideration based on the newly presented evidence.*
- *Structure the motion with clearly labeled sections: 'Background,' 'New Evidence,' 'Legal Argument,' and 'Conclusion.' Use a professional and persuasive tone throughout."*

Pro Tip: Include exhibits as appendices and reference them clearly within the motion to strengthen your argument.

3. Asylum Affidavit

Refined Prompt:

"Compose a personal affidavit for an asylum applicant who has been targeted due to political activism. Include:

- *An introduction summarizing the applicant's background, political affiliations, and the basis for the persecution.*
- *A detailed timeline of events, citing specific dates, locations, and individuals involved.*
- *Descriptions of harm experienced, threats received, and the applicant's well-founded fear of returning to their home country.*
- *A concluding statement affirming the applicant's need for protection under U.S. asylum law.*
- *Maintain a personal and empathetic tone, with a focus on clarity, emotional impact, and logical structure."*

Pro Tip: Incorporate vivid details and supporting documentation to strengthen the affidavit's credibility.

4. Client Intake Form

Refined Prompt:

“Design a comprehensive client intake form for adjustment of status cases, including the following sections:

- *Personal Information: Full name, A-number, date of birth, current address, and contact details.*
- *Marital History: Details of current spouse, date of marriage, and information on any prior marriages.*
- *Employment History: Current employer, past employers from the last five years, job titles, and salary details.*
- *Supporting Document Checklist: Items such as passport copy, marriage certificate, Form I-864, and recent tax returns.*
- *Ensure the form is user-friendly, logically organized, and includes yes/no checkboxes for quick responses.”*

Pro Tip: Include a section for additional notes where clients can clarify unique circumstances.

5. Legal Research

Refined Prompt:

“Summarize three recent cases supporting asylum claims based on gang-related violence in Central America. For each case, include:

- *A brief overview noting the court, ruling date, and key facts.*
- *The legal principles or precedents established in the decision.*
- *The implications of the case for future asylum claims.*
- *Organize the response with clear headings for each case and include accurate legal citations.”*

Pro Tip: Use this prompt to quickly build a legal memo or supplement arguments for complex asylum cases.

6. RFE (Request for Evidence) Response

Refined Prompt:

"Write a response to an RFE for a family-based green card application. The RFE requests additional evidence of a bona fide marriage. Address the following:

- Submission of joint bank statements, shared lease agreements, and affidavits from family members attesting to the relationship.*
- An explanation for any delays in submitting original tax returns.*
- A concluding statement emphasizing the sufficiency of the provided evidence and respectfully requesting adjudication of the application.*
- Organize the response into sections: 'Introduction,' 'Evidence Provided,' and 'Conclusion.' Maintain a formal, respectful tone."*

Pro Tip: Begin with a brief acknowledgment of the RFE to demonstrate compliance and professionalism.

7. Email Template for I-601A Waiver Process

Refined Prompt:

"Create a clear and approachable email template for clients explaining the I-601A waiver process. Include:

- An introduction explaining the purpose of the I-601A waiver (to request a waiver of unlawful presence for eligible applicants).*
- A step-by-step breakdown of the process, including:*
- Collecting the required documents*
- Submitting Form I-601A with supporting evidence*
- Awaiting the USCIS decision and outlining the next steps upon approval*
- A closing paragraph encouraging clients to reach out with any questions.*
- Use simple, client-friendly language and avoid legal jargon."*

Pro Tip: Include links to official USCIS resources and a checklist of required documents to enhance clarity and client understanding.

How to Use This Prompt Bank

- Save this section as a quick-reference tool when drafting immigration-related documents.
- Tailor each prompt to your specific case by adding unique details about your client or situation.
- Combine multiple prompts to create comprehensive deliverables for complex cases.

By leveraging these refined prompts, you can increase productivity, improve the quality of your work, and maintain a consistent standard of excellence in your immigration law practice.

SECTION VI: TRANSFORMING YOUR IMMIGRATION PRACTICE

Immigration law is as much about passion and justice as it is about precision and efficiency. As an immigration attorney, you've chosen a profession that demands unwavering dedication to your clients and their dreams. However, the administrative burdens of legal practice can overshadow the very reason you entered this field.

This guide has introduced you to the transformative potential of AI prompting and the tools that can empower you to regain control over your time, serve your clients with greater efficiency, and reclaim balance in your personal and professional life.

By now, you've learned:

- **Actionable Techniques:** How to craft precise, effective prompts that harness the full power of AI tools.
- **Practical Strategies:** Dos and Don'ts for maximizing AI outputs while maintaining accuracy and professionalism.
- **Tailored Frameworks:** The DRAFT methodology that ensures your AI-generated documents meet your exacting standards.
- **Real-World Examples:** Prompts designed specifically for immigration law scenarios to save you time and effort.

But this is just the beginning. Implementing these insights in your daily practice can unlock extraordinary efficiency and effectiveness.

Why Acting Now Matters

The stakes have never been higher. As legal tech rapidly evolves, immigration attorneys face a choice: adapt and thrive or risk falling behind.

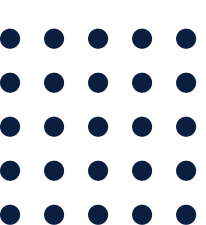
The burden of inefficient processes can lead to burnout, missed opportunities, and unhappy clients. But the alternative—a practice transformed by AI—offers the promise of renewed passion for your work, happier clients, and time to focus on what matters most.

Imagine:

- **Handling more cases** without sacrificing quality or personal time.
- **Delighting clients** with faster, more accurate results.
- **Building a thriving practice** while enjoying a balanced, fulfilling life.

This transformation is not just possible—it's within reach.

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SECTION VII: DRAFTYAI: YOUR PARTNER ON THIS AI JOURNEY

At DraftyAI, we understand how demanding life as an immigration attorney can be. You're managing tight deadlines, navigating complex cases, and balancing it all while striving to deliver exceptional results for your clients. That's why we're here—to help you reclaim your time.

DraftyAI was built by someone who's walked in your shoes: an immigration attorney who knows the stress and pressure of the job. By combining that real-world expertise with advanced AI technology, we've created a tool that makes drafting legal documents faster, easier, and more precise.

Here's how we support you:

- 1. Save Time, Every Time:** Generate polished USCIS letters, court briefs, expert recommendations, and more in minutes.
- 2. Tailored for Immigration Law:** Designed specifically for the challenges immigration attorneys face every day.
- 3. Your Data, Fully Protected:** With industry-leading security measures, you can trust that your clients' information is safe.
- 4. Start for Free:** Explore DraftyAI risk-free with a complimentary trial and access tools like customizable templates to see immediate results.

DraftyAI isn't about replacing the work you do—it's about making it easier to get it done. Start your free trial today at www.draftyai.com and discover a more efficient way to practice immigration law.

