

Skills: How to Teach AI Your Legal Workflow

You've probably experienced more than once AI making mistakes on legal tasks. Inconsistent approaches. Inaccurate sources. Poor reasoning. So you conclude: AI isn't ready to automate my work. Fair enough. **But let me tell you about a solution you can use today to get AI to automate a task your way.**

See, AI is like that genius friend who thinks from first principles but has limited knowledge about specific work processes. It can sometimes come up with an ingenious solution to your problem, but that might not be the standard or most efficient approach. It's brilliant, but it lacks expertise. Yet, **anyone who's really taken the time to give proper guidance has seen how amazing it can be.**

Agent Skills solve that expertise gap. They're organized collections of files that package procedural knowledge for agents. Instead of explaining what you want every time, you just say "use my *NDA-Review* skill" on that document and the AI knows exactly which approach to follow.

In this step-by-step guide, I'll show you how to build your own skills using open-source tools and your existing subscription to Claude or ChatGPT.

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Part 1: Building Skills

Quick Overview

When building a Skill, the first question is what you want to achieve and what resources it will require. Getting this right matters. Too much in one Skill and it becomes unwieldy. Too little and you're constantly chaining things manually.

Skills can be self-contained or chained. A self-contained Skill has everything it needs to complete a task on its own. For example, a Skill for reviewing NDAs may contain the full methodology without referring to other Skills. What to check, what's market standard, what to flag. You just say "use the NDA Review skill" and it handles the whole task.

A chained Skill combines multiple Skills together, each one handling a different part of the job. For example, you could chain an EU-Legislation skill to fetch GDPR provisions, a DPA Review skill to know how to analyze the clauses with the legal provisions, and a Word skill to redline the contract. Three Skills to perform one workflow.

I tend to group skills into three categories (not official, just what I've observed so far):

1. Utility Skills. These are general-purpose tools. Not specifically legal. They extend what the AI can do. For example, a [Word skill](#) gives the AI the ability to open a Word document, read its content, insert comments, make tracked changes, and save the file.

2. Tooling Skills. These are tools designed specifically for legal work. They structure how the AI approaches a task. For example, a [Tabular Review skill](#) structures contract analysis into tables. You give it a contract, it extracts each clause, identifies the risk level, compares it to market standard, and outputs everything in a structured format.

3. Domain Skills. These are complete legal methodologies for specific tasks. For example, a [NDA Review skill](#) knows exactly how to review an NDA, what to flag, what's market standard.

How I Build My First Skill

Let's start with a simple example. Let's say you want to draft privacy policies. You want each one to be GDPR-compliant, tailored to the client's business, and benchmarked against market practices.

For this, you'll need:

- One skill to fetch the regulatory sources (EU Legislation / Guidelines)
- Your own methodology that ties it all together

I'll simplify this example for pedagogical purposes. You can go much deeper, fetch similar privacy policies automatically, analyze them in detail etc.

What really matters here is to break down a complex task into simple sub-steps. Each step should be simple enough that the LLM can handle it on its own. If you skip a step or stay too vague, it will get it wrong. Your instructions must be specific and precise.

Step 1: Identify the regulatory sources you need.

What legal texts govern this task? It could be legislation, case law, guidelines from regulatory authorities, standard contractual clauses. List them.

For privacy policies, I needed for example the relevant articles and the official guidance from my local data protection authority.

Step 2: Fetch these sources.

I created an **EU Legislation** skill that can pull relevant articles and legislative texts directly from official legal databases. With it, you can ask for a regulation or a directive and it fetches the full text from the source.

Why does this matter? If you ask the AI to draft something based on "GDPR Article 28", it will use what it remembers from training. That memory can be outdated. It can be wrong. It can mix things up. That's how you get hallucinations.

With this new skill, the AI retrieves the actual text from EUR-lex or official APIs.‡

EU Legislation & Case Law

Access EU law directly. Search and retrieve Directives, Regulations, Decisions, Treaties and CJEU case law from GoodLegal API and EUR-Lex.

Capabilities

Action	Method
Get legislation by reference	GoodLegal API
Search legislation/case law	EUR-Lex Search
Get case by number (C-xxx/xx)	GoodLegal API
Document info, status, modifications	EUR-Lex /ALL/
Procedure history	EUR-Lex /HIS/
National transposition status	EUR-Lex /NIM/
National transposition full text	Official National Databases (27 MS)

Step 3: Fetch additional guidance.

Regulatory authorities publish practical guidance that's not in the official legal databases. Checklists. FAQs. Recommendations. These are mandatory for building a reliable methodology.

So I created another skill for this specific task: find all relevant guidance on drafting privacy policies (transparency, data subject rights, retention periods, cookies, etc.). The AI found the official guides, which I saved as reference documents for my main skill.

Step 4: Build a template.

I then created a Word template with a validated structure. All the standard sections based on what the law requires.

This is important. I tell the AI to always start from this template (never from scratch) and adapt. This ensures consistency and avoids forgetting mandatory elements.

Step 5: Define the methodology.

Next, I wrote down exactly how I want the AI to approach the task:

1. Confirm which template to use
2. Understand the business activities
3. Complete the template with specific information

4. Verify all mandatory disclosures are present (with a checklist)
5. Benchmark and suggest improvements

Each step is explicit. No room for interpretation. The AI knows exactly what to do and how to do it.

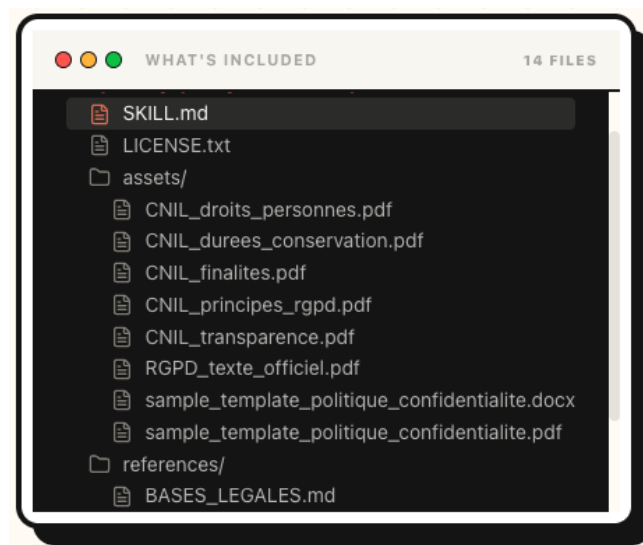
Step 6: Test it on real cases.

Once the methodology was ready, I ran it through several drafts. Each time, I refined the approach. Added checklists. Built tables. Etc.

Note that you can also try this Skill on synthetic data.

Step 7: Save your Skill.

Once I was happy with the result, I used the [Skill Creator](#) meta-skill to structure and package everything properly. This skill knows the formatting best practices, how to write the [SKILL.md](#) file, how to organize folders, what goes in assets and references.



The **SKILL.md** file contains the full methodology. **Assets** contain the templates and official guidance documents, while **references** contain knowledge base files that help the AI understand specific topics in depth.

Now, when I need to draft a privacy policy, I just say "use my Privacy Policy Skill" and the AI starts working. And I know what to expect.

Step 8: Activate the Skill Optimizer for future use.

Once the skill is created, I activate my [Self-Improvement](#) skill for my next work sessions.

What does it do? It watches how I work. Every time I correct the AI, every time I accept its output, every time I find an edge case. It captures all of that.

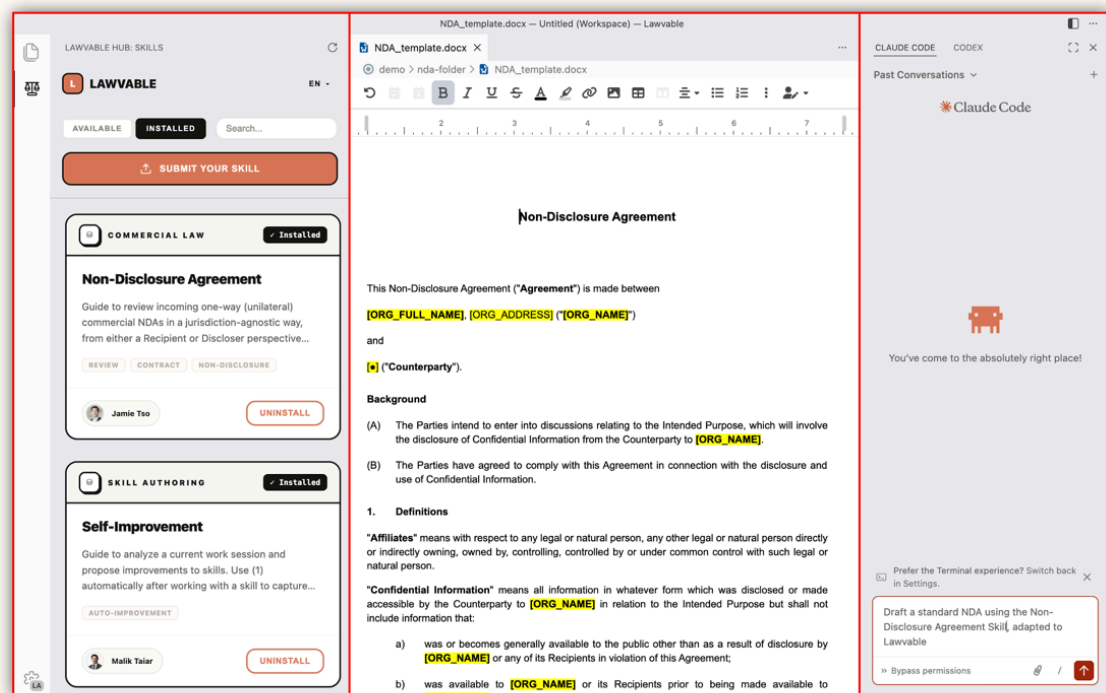
Then it suggests improvements. *"You corrected the retention period table three times. Should I add this rule to your existing skill?"* If the suggestion makes sense, I approve it. The skill gets updated.

Over time, the skill learns from my practice. It gets more precise.

Part 2: The Setup

If you want to dig in, here's the exact setup I use to create and run AI skills.

I find it particularly useful as it gathers the main features in one single interface: file explorer on the left, Word editor in the middle, and your favorite AI agent on the right, with access to ready-made legal skills shared by the legal community.

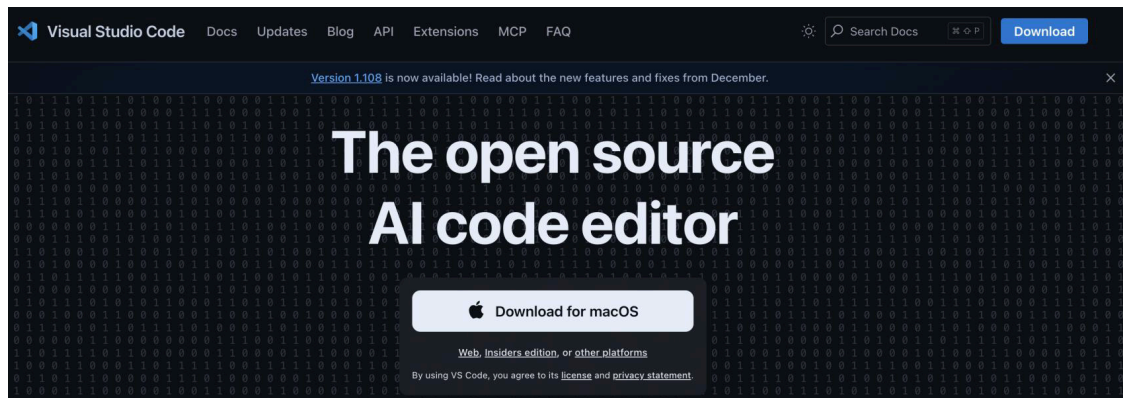


1 Skills from legal experts

2 Word editing

3 AI agents Claude or GPT

Step 1: Install VS Code (not as geeky as it sounds I promise)

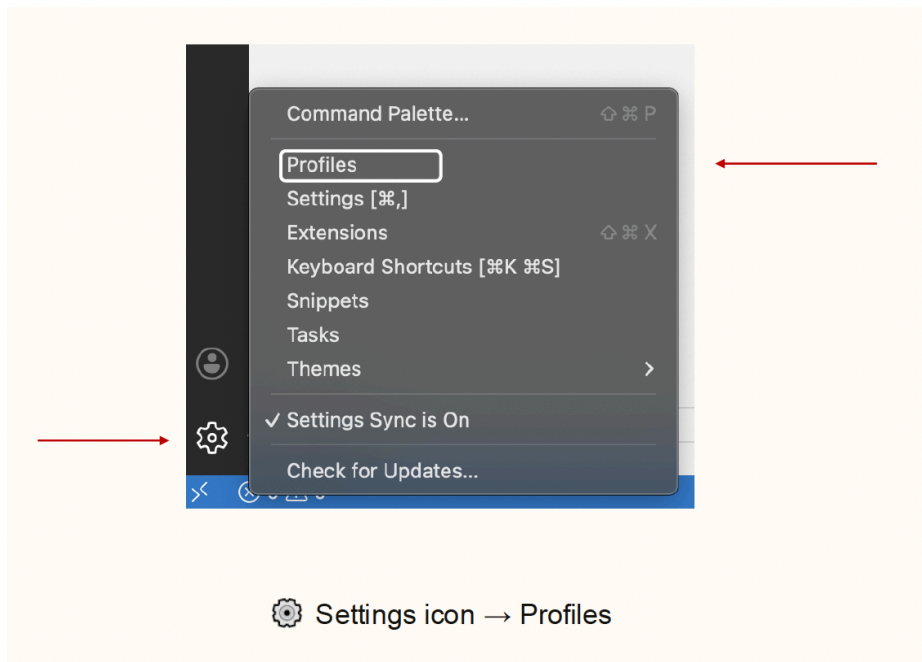


VS Code is a free text editor. It's where everything runs. No coding required.

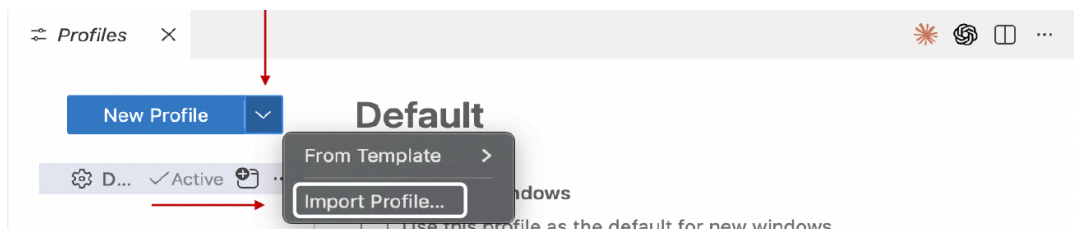
Download it here: <https://code.visualstudio.com/>

Step 2: Import the Profile

1. Open VS Code. Click on the gear icon ⚙️ at the bottom left of the screen. Then click on "Profiles".

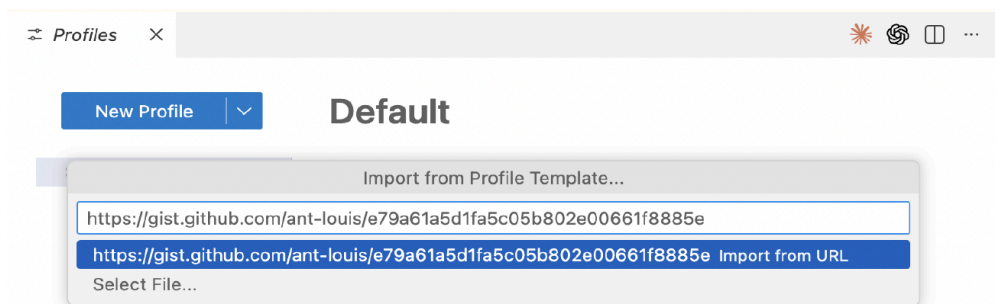


2. Click on the arrow next to "New Profile" and select "Import Profile."

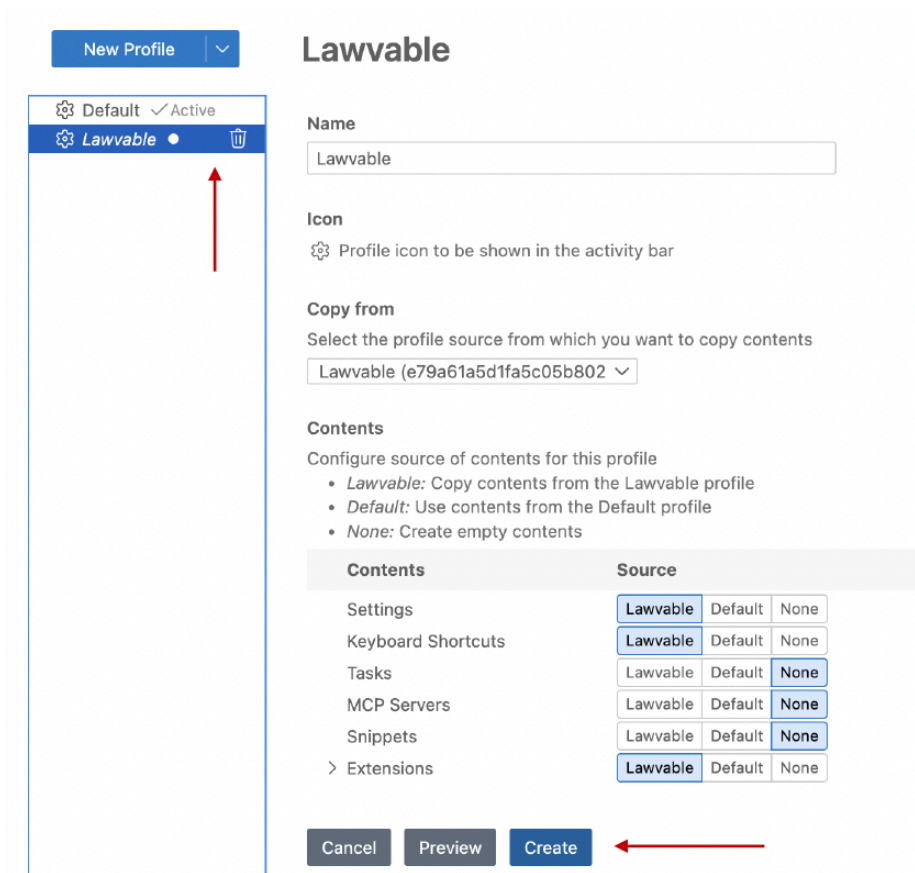


3. Paste in this URL:

<https://gist.github.com/ant-louis/e79a61a5d1fa5c05b802e00661f8885e>



4. Click "Create" and activate the profile.

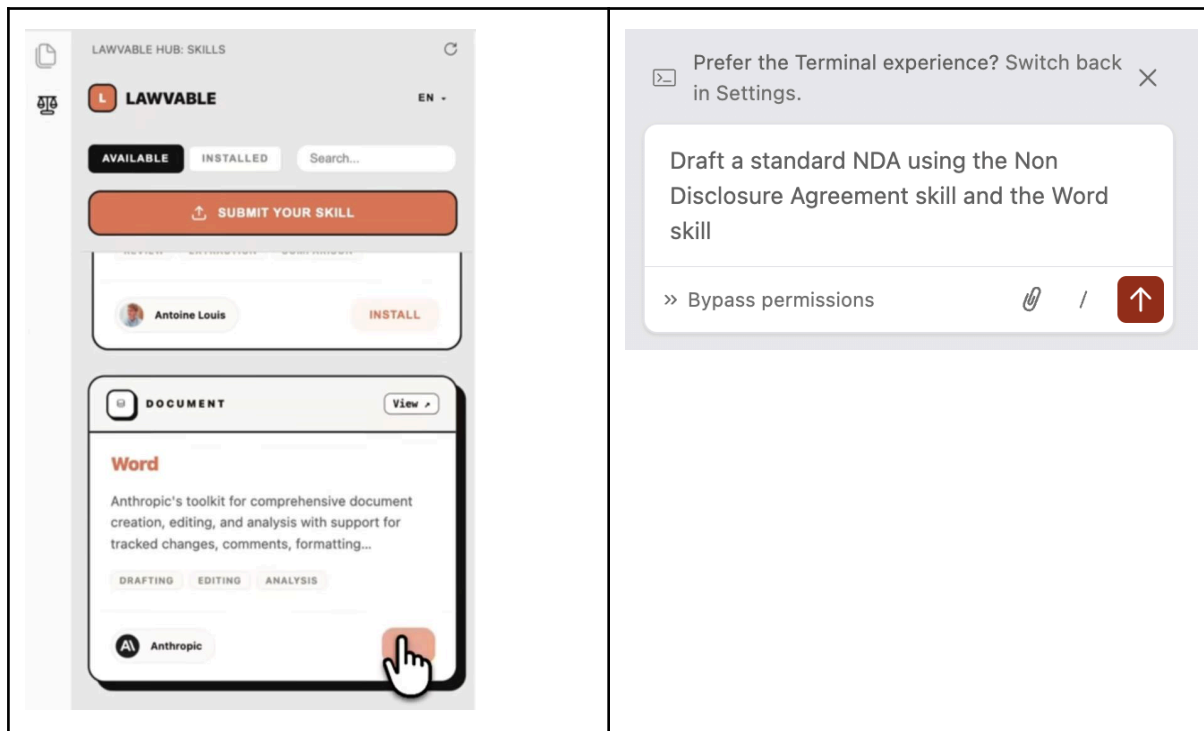


Congrats, you're all done!

Step 3: Browse the Skills

Open the Lawvable Hub in the left sidebar by clicking on the justice icon.

Browse and install the Word skill. Make sure to tell the AI to use it when editing or drafting Word documents — otherwise it might follow a different approach or come up with its own solution, which we don't want.



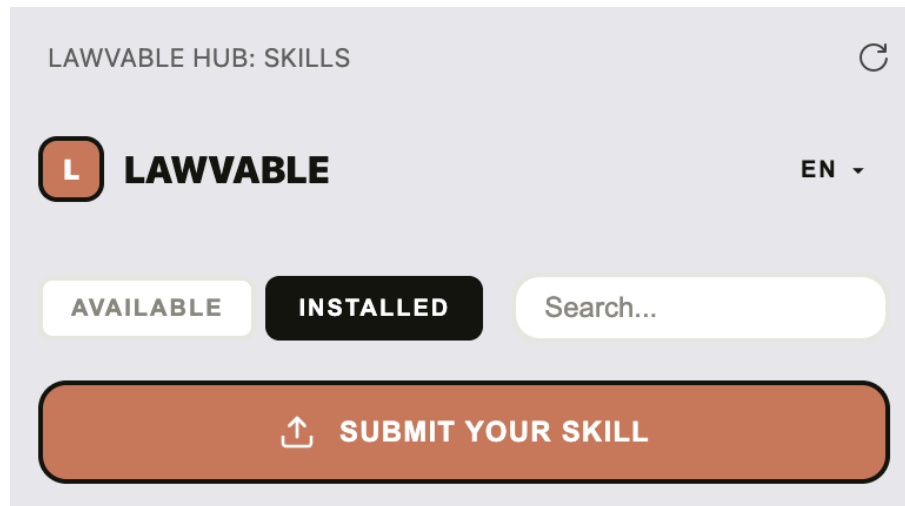
Step 4: Get Started

1. Open your Word document in VS Code.
2. Prompt your AI:
"Review this NDA using the NDA Review Skill [don't forget to install it first] and the Word Skill. I'm the Recipient. Flag anything unusual and add comments directly in the document with Word Skill."

Full setup guide: <https://www.lawvable.com/en/learn/getting-started>

Contributing Back

Every Skill in the library was built by legal experts who wanted to share their methodology. You can contribute too. Click "Submit Your Skill" in the Lawvable sidebar.



We're building the resources we need, together.

Questions? Ideas? Feel free to reach out!

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