

AI Role-Based Use Cases for Legal Firms

Associates / Paralegals

These roles handle research, drafting, and document review. AI helps reduce time on first-pass work so attorneys can focus on judgment, strategy, and accuracy.

In practice:

Maya, a mid-level associate, starts her morning with a motion that needs support fast. Instead of sorting through pages of case notes and prior drafts, she uses AI to pull key holdings, spot differences between versions, and generate a clean starting draft. She still applies the legal reasoning. She just gets there faster.

- Summarize case law and legal documents
- Draft contracts, clauses, and legal arguments
- Compare and analyze document versions



Administrative / Intake Staff

These roles manage intake, follow-up, and case preparation. AI helps turn repetitive communication and information gathering into a more organized, consistent process.

In practice:

Jordan, an intake coordinator, finishes a client call with pages of notes. AI turns the conversation into a concise case summary, drafts a polished follow-up email, and creates a checklist for next steps. The client gets a timely response, and the handoff to legal is clearer.

- Convert intake calls into case summaries
- Draft follow-up communications
- Generate case preparation checklists



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Leadership

Partners and firm leaders focus on billable efficiency, team alignment, and firm growth. AI helps surface what matters across matters, people, and pipeline activity.

In practice:

Elena, a managing partner, wants a faster view of what is moving, what is delayed, and where new business may come from. AI gives her a simple progress summary across teams, helps shape outreach to referral partners, and turns internal knowledge into reusable firm resources. She spends less time chasing updates and more time leading.

- Summarize case progress across teams
- Draft business development communications
- Build internal knowledge resources



See How AI Can Drive Results In Your Firm.

Book a Harbor Session to explore tailored use cases, answer your questions, and identify opportunities for your team.

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