

CLICKOAI LAW FIRM GUIDE

AI Roles and Supervision Guide

Define who may use, review, approve, monitor and stop an AI-assisted workflow.

Use it when	lawyers, paralegals and operations staff are using or testing AI but accountability is blurred
Boundary	Role design does not replace the firm's professional or regulatory judgment.

Built for independent law firms in England and Wales

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1. Frame the work

Separate tool operation from legal approval. The person who produces an output need not be the person qualified to approve reliance on it.

Working rule

Write down the current route before discussing software, automation or AI.

Questions to answer

- Who may submit material to the tool?
- Who checks facts, authorities and legal judgment?
- Who owns access, suppliers and incidents?
- Who monitors drift and recurring errors?
- Who can stop use without waiting for a committee?

Avoid

- assigning responsibility to 'the team'
- using seniority as a substitute for defined checks
- assuming a vendor monitors the firm's use
- training users without recording competence or restrictions

2. Control sheet

Treat a blank evidence field as a reason to pause, not a reason to guess.

Area	Evidence to collect	Pass condition
Operator	Runs the approved task within the data boundary	Uses only approved inputs and records the run
Reviewer	Checks output against source and legal requirements	Qualified for the work and allotted enough time
Owner	Approves scope, measures performance and resolves exceptions	Named individual with authority to change the workflow
Security or privacy	Reviews access, processor and incident controls	Required checks completed before sensitive use
Stop owner	Halts use and coordinates recovery	Contact and stop route are known to users

Fail closed

If an input, owner or approval is missing, record the gap and keep the affected step outside the proposed change.

3. Working record

Complete this page with counts, dates and named sources. Do not include client names, matter names, contract text or privileged material.

Field	Evidence or answer
Workflow	
Permitted operators	
Required reviewer	
Approval evidence	
Monitoring cadence	
Stop owner and contact route	

Evidence quality check

- The source is named and dated.
- An estimate is labelled as an estimate.
- The owner can reproduce the measure.
- The same method can be used after a change.

4. Decision record

Select the outcome that the evidence supports. A stop or no-change decision is valid.

- No use: roles or review capacity are missing.
- Training only: use approved examples without operational reliance.
- Supervised use: every output follows the defined review route.
- Review the role model: volume, risk or tool behaviour has changed.

Decision field	Record
Chosen outcome	
Reason and evidence	
Owner and approvers	
Review or expiry date	

Primary sources

- [SRA: Effective supervision](#)
- [SRA: Compliance tips for AI and technology](#)
- [Law Society: How to use lawtech in your practice](#)
- [Law Society: How AI tools hallucinate](#)

Source status

Links were checked on 18 August 2026. Confirm the current version and obtain appropriate professional advice before relying on regulated, contractual, privacy or security conclusions.