

ProSePosse

BOOK

03

Ask It *Right.*

AI PROMPTS for

Paperwork Rescue



THE ASK IT RIGHT SERIES

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BOOK 03 OF 03



Ask It Right

AI Prompts for Paperwork Rescue

BOOK 3 OF THE ASK IT RIGHT SERIES • PRO SE POSSE

Important. This book gives general educational information about using AI chat tools to understand, organize and prepare. It is not legal advice, and using it does not create an attorney-client relationship with anyone. Pro Se Posse is not a law firm. Laws, court rules and procedures differ by state and court and change over time. AI tools make mistakes, including inventing laws, cases and deadlines. Always confirm anything important with an official source, the court clerk, a court help center, legal aid or a licensed attorney.

Ask It Right: AI Prompts for Paperwork Rescue

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CONTENTS

What's inside

- **Welcome**
- **How to use this book**
- **The Starter 10**
- **Find a prompt by situation**

- | | | |
|-----------|---|-------------------|
| 1 | Set Up Safely
<i>Five minutes of setup that make every answer after it better and safer.</i> | 9 PROMPTS |
| 2 | Read Any Letter Fast
<i>Turn a scary envelope into a short, clear list of what it says and what to ask.</i> | 11 PROMPTS |
| 3 | Landlords, Leases and Repairs
<i>Know what your lease says, keep a clean record, and ask for things clearly.</i> | 10 PROMPTS |
| 4 | Debt Collectors and Credit Reports
<i>Slow it down, get it in writing, and match their numbers to yours.</i> | 10 PROMPTS |
| 5 | Insurance Claims and Denials
<i>Read the policy, document the loss, and understand the "no" before you answer it.</i> | 10 PROMPTS |
| 6 | Government Benefits Letters and Appeals
<i>Find out what changed, what they need, and how to get ready to be heard.</i> | 10 PROMPTS |
| 7 | Medical Bills
<i>Line up the bill, the insurance statement and your memory, then ask good questions.</i> | 10 PROMPTS |
| 8 | Keep It Organized and Get Real Help
<i>One folder, one list, one hour a week, and the right person to ask.</i> | 10 PROMPTS |
| 9 | Red Team Your Paperwork
<i>Find the weak spots in your story, your papers and your letters before anyone else does.</i> | 10 PROMPTS |
| 10 | Calls, Letters and Follow-Up
<i>Plan the call, write down what was said, and put it in writing after.</i> | 11 PROMPTS |

- **AI words in plain English**
- **Build your own prompt**
- **Every prompt, at a glance**

WELCOME

You can do hard things. Ask the right way.

Official letters have a way of showing up at the worst time: a landlord's notice, a collection letter, an insurance denial, a benefits letter that says something is missing, a medical bill that makes no sense. They're written to be hard to read, and they often come with a date that makes your stomach drop.

AI chat tools like ChatGPT, Claude and Gemini can help you understand what a letter is really asking, organize your proof, plan your calls and write clear, calm replies in your own words. But only if you ask the right way. Ask badly and they'll confidently invent rules, rights and deadlines that don't apply to you.

This book is a set of tested prompts that ask the right way. Every one is built to keep you safe: it helps you understand, organize and prepare, and it sends you to advocates, legal aid and lawyers when it's time for real advice.

What this book will never ask an AI to do: write a court filing for you, predict who will win, count a legal deadline, or choose your legal strategy. Those jobs belong to you and to people who can advise you. Every prompt here helps you **understand, organize, prepare and ask better questions.**

Copy. Fill in. Check.

Every prompt is ready to paste into ChatGPT, Claude, Gemini or any similar tool. Replace the **[BRACKETED WORDS]** with your own details, with private information removed. Then use the "Check it yourself" step. It's what keeps you safe.

What's inside a good prompt

1 Who it should be

"Act as a careful reviewer" or "Pretend you're a busy judge" changes how the AI thinks.

2 What it needs to know

Your situation in a few plain sentences, with private details removed.

3 The exact job

One clear task: explain, list, sort, quiz, rewrite.

4 The limits

"Don't cite laws." "Don't predict the outcome." "Don't add facts."

5 The shape of the answer

A table, a numbered list, under 100 words, or one question at a time.

Use it when · the moment this prompt is for

Paste in · what to add

A good answer · what success looks like

Check it yourself · your safety step

Codes like **S-1** name each prompt. In the PDF, every code is a link. Tap one to jump to that prompt.

The five rules

Read these once. They apply to every prompt in this book and every AI tool you use.

1 Scrub before you paste.

Remove names, addresses, phone numbers, account and case numbers. Use labels like Person A, the landlord, the court.

2 Every citation is fake until you find it.

AI tools invent case names, rule numbers and quotes that look real. Check anything you plan to use in an official source.

3 The AI is not your lawyer.

It can explain, organize and help you practice. Only a licensed lawyer can advise you on your own case.

4 Dates get confirmed by people.

Never rely on an AI to count a deadline. Ask the clerk, a help center, legal aid or a lawyer.

5 Save what matters.

Copy or screenshot answers you'll use. Chats can disappear.

The Starter 10

If you only use ten prompts, use these. In this order, they take you from "I don't understand any of this" to "I'm organized and ready to ask good questions."

- 1 **S-1** Ground rules for every new chat

- 2 **S-7** Keep a running summary card

- 3 **R-1** I just opened a letter and my stomach dropped

- 4 **R-4** Pull out every date in this letter

- 5 **O-1** Set up one folder for everything

- 6 **O-5** My dates-to-watch list

- 7 **C-1** Make my call prep sheet

- 8 **C-4** Confirm what they said, in writing

- 9 **C-5** Track every promise and date

- 10 **RT-9** Red team the AI itself

What's happening right now?

Find your situation. Start with the first prompt listed.

I just opened a scary letter

R-1 **R-3** **R-4** **R-11**

My landlord won't fix things

L-3 **L-5** **L-6** **L-4**

I want my deposit back

L-8 **L-9** **L-7**

A debt collector contacted me

D-1 **D-3** **D-4** **D-5**

My credit report looks wrong

D-7 **D-8** **D-9**

I'm filing an insurance claim

I-3 **I-4** **I-5** **I-9**

My claim was denied

I-6 **I-7** **I-8** **M-10**

A benefits letter says something

G-1 **G-2** **G-5** **G-10**

I can't make sense of a medical bill

M-1 **M-2** **M-3** **M-4**

I have to call them

C-1 **C-2** **C-9** **C-10**

Nobody is fixing my problem

C-6 **C-7** **C-8** **O-6**

I want to find my weak spots

RT-1 **RT-3** **RT-5** **RT-9**

01

CHAPTER 1

Set Up Safely

Five minutes of setup that make every answer after it better and safer.

An AI chat tool is like a very fast assistant who has read a lot but has never seen your paperwork, can't check anything for you, and sometimes makes things up with total confidence. That's still useful. But it means how you start each conversation matters.

The prompts in this chapter set the ground rules: what you want, what the AI should never do, and how it should talk to you. Use **S-1** at the start of every new chat. The rest you'll use as needed.

S-1 Ground rules for every new chat

S-2 Scrub my text before I share it

S-3 Make it ask me questions first

S-4 Explain it like I'm busy and stressed

S-5 Tell me how sure you are

S-6 Set it to teacher mode

S-7 Keep a running summary card

S-8 Stop and reset

S-9 Is this tool right for this job?

READ THIS FIRST

- Don't paste anything with your name, address, phone number, account, policy, claim or case numbers, or birth date. Use stand-ins like Person A, the landlord, the insurer, the agency.
- If you upload a photo, screenshot or PDF instead of typing, the AI reads everything on it. Cover or crop out names and numbers first, or type the text in yourself.
- AI tools can invent case names, rule numbers and quotes that look completely real. Treat every one as fake until you find it yourself in an official source.
- Rules for leases, debts, insurance and benefits differ by state and change over time. The AI may mix them up. An advocate, legal aid office or lawyer where you live knows the real rules.
- Save or screenshot answers you plan to use. Chats can disappear.

S-1

Ground rules for every new chat

USE IT WHEN

You start any new conversation about your paperwork problem. Paste this first, before anything else.

PASTE IN

Nothing. Just fill in the two blanks.

COPY THIS PROMPT

I'm dealing with a paperwork problem about **[TOPIC, e.g. my lease, a debt collector, an insurance claim, a benefits letter, a medical bill]** in **[STATE]**. I'm not a lawyer.

Ground rules for this whole conversation:

1. Use plain English. Explain any legal word the first time you use it.
2. Do not cite cases, statutes or rule numbers unless I ask. If you do, label each one "CHECK THIS IN AN OFFICIAL SOURCE."
3. Do not predict how this will turn out.
4. Do not calculate deadlines. Tell me who can confirm them.
5. If you are unsure, say "I'm not sure" instead of guessing.
6. Keep answers short. Use numbered lists when there are steps.
7. When something needs an advocate, legal aid, a lawyer or an official office, say so.

Reply "Got it" and wait for my first question.

A GOOD ANSWER

"Got it," and nothing else.

CHECK IT YOURSELF

If the AI later breaks a rule, paste: "Remember rule [NUMBER]." Most tools snap back.

Tip: Save **S-1** in your phone's notes app so you can paste it in seconds.

Scrub my text before I share it

USE IT WHEN

You want to paste a letter, email, bill or notice but aren't sure you removed everything private.

PASTE IN

The text, after you've removed every name and number you can find yourself. Anything you paste is shared with the tool, so **S-2** only catches what you missed.

COPY THIS PROMPT

Before I use this text in a conversation, help me protect my privacy.

[PASTE TEXT]

Find anything that could identify a real person or account: names, addresses, phone numbers, emails, dates of birth, account, loan, policy or case numbers, and license plates. Rewrite the text with each one replaced by a label like **[PERSON A]**, **[ADDRESS 1]**, **[ACCOUNT 1]**.

Then list every replacement you made so I can double-check.

Do not change anything else.

A GOOD ANSWER

The same text, with every private detail swapped for a label, plus a list.

CHECK IT YOURSELF

Read the list against the original. Anything it missed, remove by hand. Then copy the cleaned version into a brand-new chat, because the original is still in this chat's history.

Tip: The safest habit is to remove details yourself before pasting anything into any tool. **S-2** is a second set of eyes, not the first.

S-3

Make it ask me questions first

USE IT WHEN

You have a messy situation and don't know where to start.

PASTE IN

Nothing.

COPY THIS PROMPT

I need help understanding my situation, but I don't know what details matter. Interview me.

Ask me one question at a time, in plain English. Start broad (what happened, who's involved, what papers I have) and get more specific. Wait for my answer each time. After 8 to 10 questions, give me a short summary of what you understood and a list of what's still unclear.

Don't give me legal advice. Your job is just to help me get organized.

A GOOD ANSWER

A single question, then it waits.

CHECK IT YOURSELF

Read the final summary out loud. If anything is wrong or missing, correct it now. Later prompts will build on it.

S-4

Explain it like I'm busy and stressed

USE IT WHEN

An answer was too long, too technical, or made you more anxious.

PASTE IN

Nothing. Use it right after the answer that confused you.

COPY THIS PROMPT

That was too much. Rewrite your last answer for someone who is tired and stressed:

- 5 bullet points or fewer
- short sentences, everyday words
- the single most important thing first
- end with the one next step I can take today

Don't add new information.

CHECK IT YOURSELF

If you still can't explain it to a friend in two sentences, ask: "What part of this should I ask an advocate or legal aid about?"

S-5

Tell me how sure you are

USE IT WHEN

The AI says something important and you want to know how much to trust it.

PASTE IN

The statement you want to test.

COPY THIS PROMPT

You said: "[PASTE THE STATEMENT]"

Rate how confident you are in that from 1 to 5, and explain why.

Tell me:

- what could make it wrong in my state or my situation
- whether it could have changed recently
- the type of official source where I could confirm it (for example the company's own policy, the agency's website, or a consumer help office), without making up a specific link or citation

A GOOD ANSWER

An honest score, reasons, and the type of place to check, with no invented links.

CHECK IT YOURSELF

Anything rated 3 or lower goes on your "ask a person" list. Anything you'll rely on in a letter, call or appeal gets checked no matter what the score.

S-6

Set it to teacher mode

USE IT WHEN

You want to actually learn a concept, not just get an answer.

COPY THIS PROMPT

Teach me what "[TERM OR IDEA, e.g. security deposit, deductible]" means in everyday terms.

1. Explain it in 3 sentences a 12-year-old would understand.
2. Give me an everyday example that has nothing to do with law.
3. Ask me 3 quick questions to check I understood. Wait for my answers, then tell me what I got right and what to review.

Don't cite any laws or cases. Tell me who I could ask to find out how it works where I live.

Tip: Teacher mode is the fastest way to stop feeling lost. Pick one new word a day.

S-7

Keep a running summary card

USE IT WHEN

A conversation gets long and the AI starts forgetting details.

COPY THIS PROMPT

Make a "summary card" from everything I've told you so far in this chat.

Format:

WHAT KIND OF PROBLEM:

WHO'S INVOLVED (labels only):

KEY DATES SO FAR:

PAPERS I HAVE:

WHAT I'M TRYING TO UNDERSTAND:

OPEN QUESTIONS FOR AN ADVOCATE / LEGAL AID:

Keep it under 200 words. Mark anything you're unsure about with (?).

CHECK IT YOURSELF

Fix any (?) items, then save the card. Paste it at the top of every new chat, right after **S-1**, so you never start from zero.

Tip: **S-1** plus your summary card is the best opening for any conversation in this book.

S-8

Stop and reset

USE IT WHEN

The AI keeps getting something wrong, going in circles, or sounding too sure.

PASTE IN

Your summary card from **S-7**, with names and numbers removed.

COPY THIS PROMPT

Let's reset. Ignore your last few answers.

Here is my summary card: **[PASTE SUMMARY CARD FROM S-7]**

In 3 bullet points, tell me what you think I'm asking. Don't answer yet. Wait for me to confirm or correct you.