

User & Prompting Guide

Lexis+ AI™ Hong Kong



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Lexis+ AI™ Hong Kong

Lexis+ AI™ Hong Kong is the latest addition to the Lexis+® Hong Kong experience dock. On the top left-hand side, you now have access to Lexis+ AI™ Hong Kong. Lexis+ AI™ Hong Kong is a generative AI product that uses the full power of LexisNexis' extensive, highly vetted legal content.

It combines the power of generative AI with Hong Kong legislations, cases, legal commentaries, and practical guidance, to help you with your legal tasks, including:

- Asking legal questions
- Generating drafts, including clauses, emails and letters
- Summarising a case
- Uploading documents to summarise, generate a timeline or ask a question against

Over time, tasks and content sources will be expanded.

Lexis+ AI™ Hong Kong is supported by state-of-the-art encryption and privacy technology to keep your sensitive data secure.

Using the four tasks displayed on the home page, you can:



Ask legal questions in a conversational style and receive answers with citations and links to LexisNexis content that you can verify and use in your legal research



Draft letters, emails and clauses



Generate a summary of a case, giving an overview of the case, legal reasoning, and its outcome



Upload your documents and ask questions about those documents, generate a timeline or ask for a quick summary.

Lexis+ AI™ Hong Kong is a specialist legal product, so you can ask any legal question. The responses are grounded in trusted, highly vetted LexisNexis content. Each answer includes linked citations, so you can verify that the answer is correct.

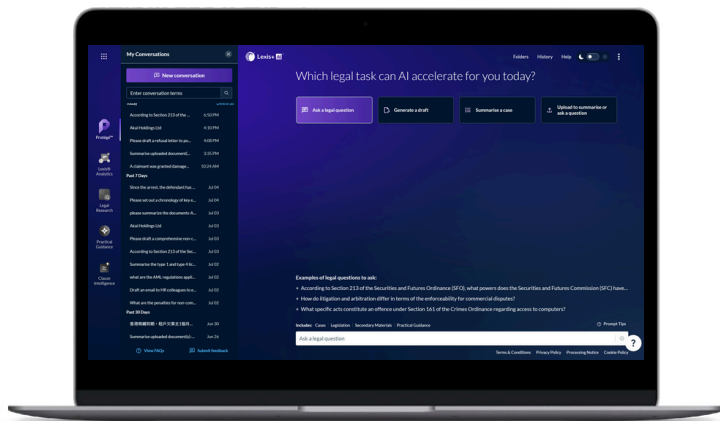
ASK A LEGAL QUESTION

Use the **Ask a legal question** task to ask a question about a legal topic or issue, such as finding a case or legislation.

What types of legal questions can I ask? You can ask legal questions such as:

- Legal definitions (e.g. *How do courts define 'beyond reasonable doubt'?*)
- Questions of current law (e.g., *According to Section 213 of the Securities and Futures Ordinance (SFO), what powers does the Securities and Futures Commission (SFC) have to initiate proceedings against individuals suspected of market misconduct?*)
- Questions about procedure (e.g. *Explain the steps to register a wholly foreign-owned enterprise (WFOE) and how does this differ from registering for a local company in Hong Kong.*)

Sample Prompts:



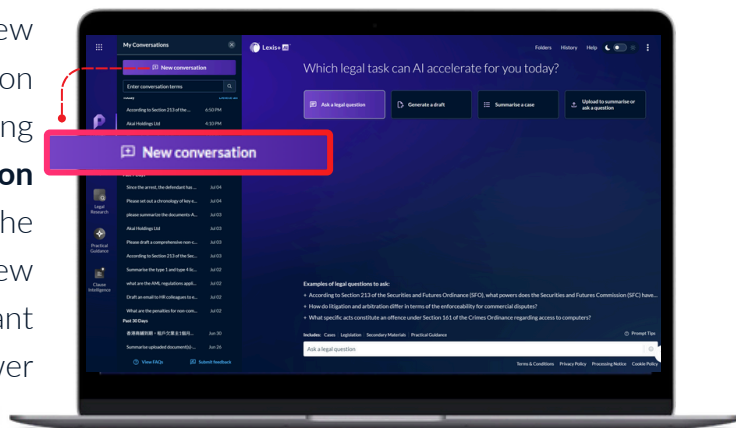
1. "What are the statutory requirements for adverse possession under Cap 347 in Hong Kong?"
2. "What elements must be proven to establish negligence in a medical malpractice cases?"
3. "Under the Hong Kong Companies Ordinance (Cap. 622), which specific section establishes shareholders' rights to demand a poll at general meetings?"
4. "What are some Hong Kong cases from the recent 10 years that helped to establish the key principles of ultra vires in administrative law?"

Can I ask follow-up questions? Yes, you can ask follow-up questions to refine your question, broaden it, or explore variations. Alternatively, you could request the previous response is restated in a different way (e.g., more concise, in a more formal style, in bullet points, etc.).

How many questions can I ask? Currently, you can ask ten questions within a single conversation. A single conversation will assess each prompt's intent within the context of the prior prompts and responses in the same conversation. A counter is displayed that shows how many questions you have remaining. Once you have reached the 10th question, you will be prompted to **Create a New Conversation**.

Note: Context is not carried between conversations. So once 10 questions have been asked and a new conversation is started on Lexis+ AI™ Hong Kong, the next question starts afresh.

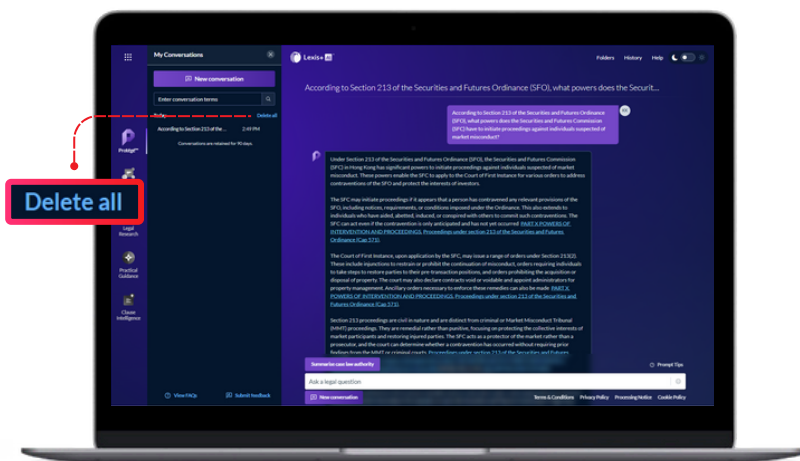
How do I start a new conversation? To start a new conversation, select the **New Conversation** button on the left-hand side of the Lexis+ AI™ Hong Kong with Protégé™ screen or the **New conversation** button at the end when you have reached the tenth query within a conversation. New conversations are typically started when you want to ask a question that is not related to an answer given by Lexis+ AI™ Hong Kong.



Note: The main window removes any results from your previous conversation. To access this conversation later, simply select the original question you submitted from the conversation list on the left.

Why do I not get the same answer to a question I asked earlier? Asking the same question in two separate conversations will not necessarily produce the same result. The model is dynamic, and questions are answered in real-time based on content that is currently available. As responses are not computed in advance or stored, the system does not respond to the same prompt the same way every time. The answers are grounded in trusted and authoritative legal content backed by LexisNexis' database.

How do I delete a conversation? To delete a single conversation, highlight the question in your conversation history on the left. A delete icon is displayed next to the question and the conversation is shown in the main window.



Click on the **Delete** icon to delete that single conversation. To delete all conversations in the history list, click on the **Delete All** link at the top of your conversation history.

Note: Once you have deleted a conversation you cannot retrieve it. Your conversations are purged after 90-days or until you delete them (whichever occurs first).

How do I save a conversation? Conversations are automatically saved in the **Recent conversations** list on the left-hand side of the Lexis+ AI™ Hong Kong with Protégé™ window.

GENERATE A DRAFT

What type of drafts can I generate? You can draft the following:

- Letters
- Emails
- Clauses

More use cases coming soon!

How do I generate a draft? From the main Lexis+ AI™ Hong Kong with Protégé™ home screen, select the **Generate a draft** button.

How do I change the language in a draft message? You can change the tone of voice in the generated draft. For example, in the input bar enter one of the following statements:

- Shorten and simplify
- Soften tone or make more assertive
- Explain what changed

How do I return to my original draft message? If it's in the same conversation, scroll up to the top of the Conversation. You can also access it from your **Recent Conversations** list on the left-hand side.

How do I create a better draft response? You will receive the best draft by following the tips below:

- Be specific in the type of draft you want, for example *"Draft a client email detailing under what circumstances a non-compete agreement will be enforceable against a non-executive level employee"*
- Provide enough context and background to help Lexis+ AI™ Hong Kong understand what exactly you want to generate
- If you do not get the draft you are looking for, ask a follow up question with more details

Sample Prompts:

1. *"Draft a comprehensive non-compete clause that outlines the restrictions on the employee's ability to work with competitors after leaving our company. Please ensure it complies with Hong Kong employment laws and includes details on the duration and geographical scope of the restriction."*
2. *"Draft a clause setting out the termination provisions of an NDA. Make the clause more in favour of the disclosing party."*
3. *"Draft an email to HR colleagues to explain to them the Hong Kong data privacy principles and regulations governing the use of CCTV in the office."*
4. *"Draft letter of demand by liquidator demanding owner repay \$50,000 unfair preference payment by the company."*

SUMMARISE A CASE

Use the **Summarise a Case** task to create an overview of the facts, issues, and legal reasoning of a specific court case.

What is a summary in Lexis+ AI™ Hong Kong? A summary gives an overview of a case, legal reasoning, and its outcome.

What can I Summarise? Lexis+ AI™ Hong Kong responds best to full citation information. The more specific you are the better the response you will receive.

How do I ask for a summary? Select the **Summarise a case** task from the main Lexis+ AI™ Hong Kong with Protégé™ screen. Enter a case name or a citation that you want to summarise in the input bar located at the bottom of the screen, where it says **Specify for a case**. Click on the up arrow to run the summary.

Lexis+ AI™ Hong Kong will display a message stating that it is generating a response. When the summary is finished, you will see a message stating **Response completed**.

What information is provided in a summary? Generating a summary of a case using Lexis+ AI™ Hong Kong simplifies your search experience by reducing the need to read through a large case report. The typical summary consists of headings and bullet points setting out key aspects of the case.

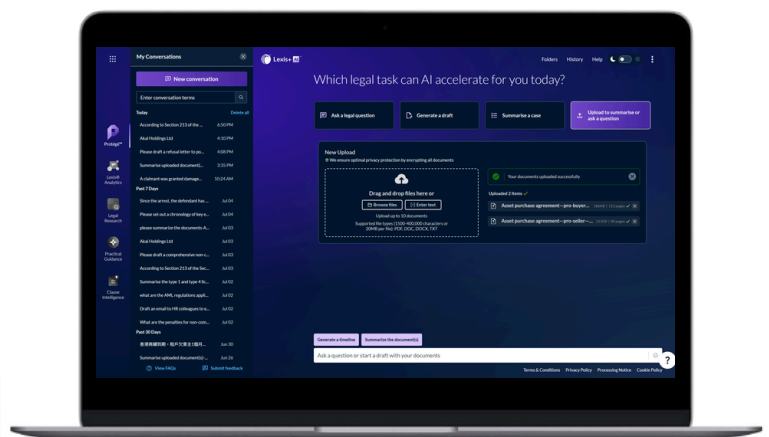
Sample Prompts:

1. Summarise the key findings and holdings in [2015] 2 HKC 538.
2. [1999] 3 HKLRD 231.

UPLOAD DOCUMENTS

Use the **Upload to Summarise or ask a question** task to extract and summarise key insights from your firm's documents in moments. You can upload 10 files, with a maximum size of 20MB per file, during a single session.

NOTE: All files are encrypted when uploaded, saved temporarily, and deleted at the end of the session.



How do I upload my documents? You can either drag and drop files directly into the **Upload file** box or click the **browse** link to find the file you want to upload. The file types supported are .pdf, .doc, .docx and .txt.



Tip: You can select multiple documents at a time, whether you drag and drop or use the browse function, by holding down the CTRL-SHIFT buttons as you normally would in the file explorer.

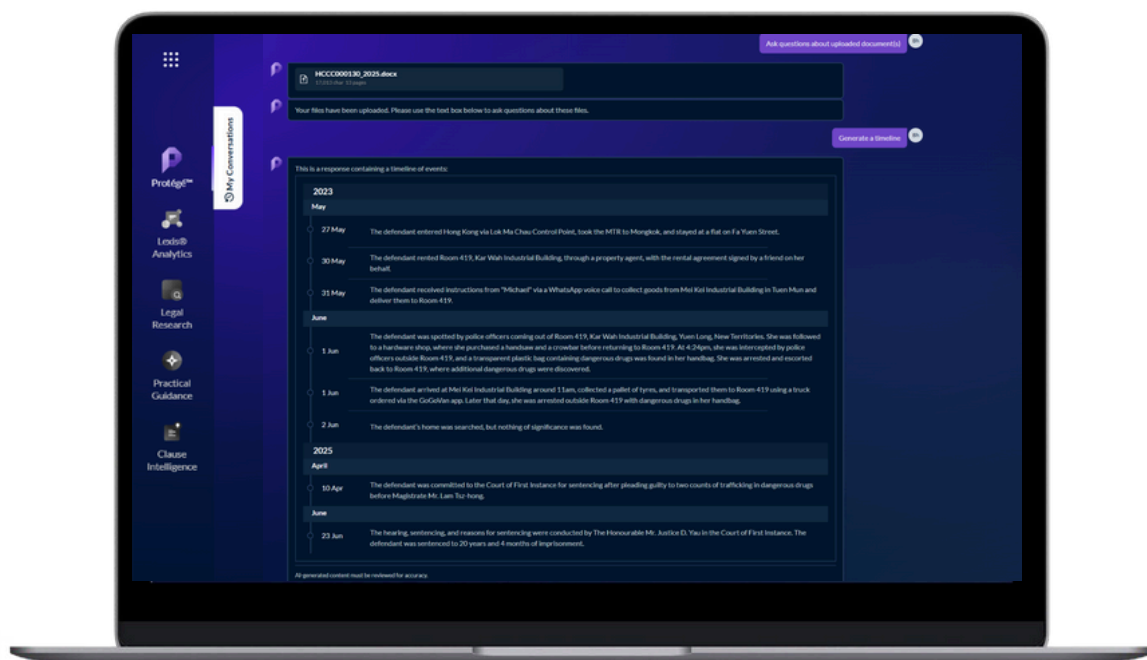
As you upload each document, you see it added to the **Upload file** box.

The document upload feature allows you to:

- Generate quick summaries
- Ask specific questions about content
- Compare documents
- Extract key information
- Generate a timeline

GENERATE A TIMELINE OF EVENTS FROM UPLOADED DOCUMENTS

The new timeline feature in the Upload task allows you to quickly create a chronology of events from single or multiple uploaded documents. By selecting the ‘Ask questions about your upload’ button after uploading, you can prompt Protégé™ with phrases like “Draft a timeline...”, “Create a chronology...”, or “Provide a list of dates...”. User can also choose the “Generate a timeline” button after uploading the document(s). A step-by-step walkthrough is available in the Help Centre for more detailed guidance.



Sample Prompts:

Example 1

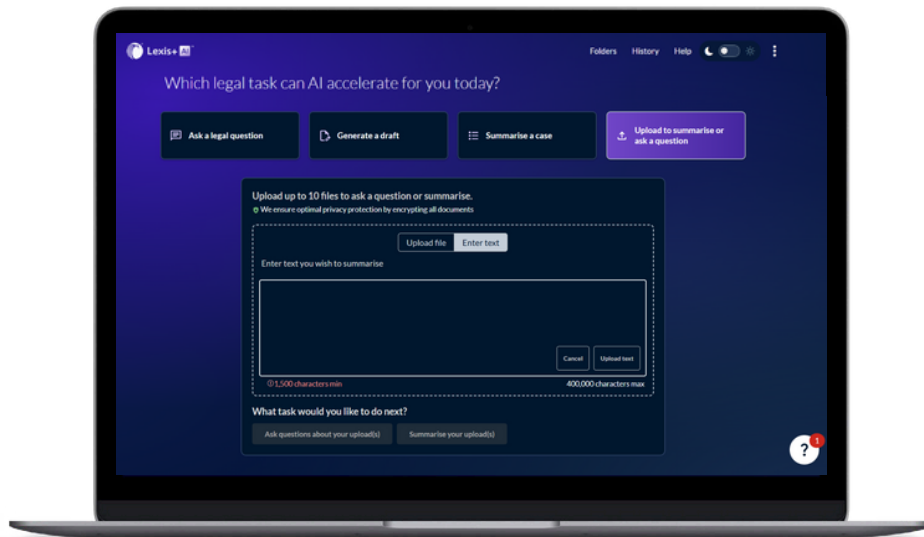
- Document: Upload a condition of sale for consumer goods
- Prompt: *What are the exchange conditions?*

Example 2

- Document: Upload a shareholders' agreement
- Prompt: *Are there any restrictions on the transfer of shares under this agreement?*

As you upload each document, you see it added to the **Upload file** box.

How do I use the Enter text option? To manually enter text into the **Upload to Summarise or ask a question** feature, click on the Enter text button to display a text box.



From here, you can enter text directly into the text box or cut and paste a section of an existing document. You must enter a minimum of 1,500 characters and no more than 400,000 characters.

How do I ask questions about my upload(s)? Once you have your documents uploaded, the buttons on the bottom are active. Click on the **Ask questions about your upload(s)** button to ask a question about your documents.

How do I summarise my upload(s)? Once you have your documents uploaded, the buttons on the bottom are active. Click on the **Summarise your upload(s)** button to have Lexis+ AI™ Hong Kong generate a summary of your uploaded documents.

How do I generate a timeline? Upon uploading your document to Protégé™, use suggested action button to request a timeline or query in the prompt space. Timeline events discussed in your uploaded documents are extracted and presented in a graphical and chronological timeline.

GUIDE TO EFFECTIVE PROMPTING

This guide shares strategies and tactics to achieve better results with Lexis+ AI™ Hong Kong, the personalised AI assistant. It combines the power of generative AI with Hong Kong legislations, cases, legal commentaries, and practical guidance, to help you with your legal tasks, including:

- What prompting is and how it works
- Prompting framework for legal generative AI
- Best practices and prompting techniques
- Examples of prompts to achieve specific outcomes

I. OVERVIEW: WHAT IS AI PROMPTING

Generative AI relies on user instructions and requests, known as "prompts," to generate responses. These prompts can be simple and straightforward or complex and multi-step, depending on the desired outcome. In the context of legal practice, well-crafted prompts can empower AI tools like Lexis+ AI™ Hong Kong to draft high-quality legal clauses and client documents, conduct legal research, analyse contracts, and perform a wide range of tasks with remarkable accuracy and efficiency.

When a prompt is received, the AI evaluates the objective instruction, the context provided, and any implicit instructions within the prompt. AI then predicts the most relevant response based on the patterns of information it has been trained on. It's important to note that while AI can process vast amounts of data, it does not possess human reasoning or the ability to reference experience.

In Lexis+ AI™ Hong Kong, our technologists have mitigated the limitations of AI through grounding in trusted LexisNexis resources, meaning that responses are based on specific legal references or your organisation's documents. It also means that Lexis+ AI™ Hong Kong is not designed to address prompts that are outside the legal use case.



Legal Research:

Conduct comprehensive legal research by querying Lexis+ AI™ Hong Kong with specific prompts, allowing you to quickly receive answers that include relevant legislations, cases and legal authorities in Hong Kong law.



Clause Drafting:

Generate high-quality drafts by providing clear prompts and instructions to Lexis+ AI™ Hong Kong. First drafts save you time and help you stay in control.



Contract/Pleadings Uploads:

Analyse and compare documents by prompting Lexis+ AI™ Hong Kong to identify key clauses, allowing you to identify risks and areas of concern, saving valuable time and effort.



Document Analysis:

Extract and summarise key insights from your firm's documents in moments.



Summarisation:

Prompt Lexis+ AI™ Hong Kong to summarise lengthy legal documents, cases, or contracts, allowing you to quickly grasp the key points and save time.

Key Considerations

Generative AI is a new tool for all of us. It is also constantly changing, so be sure to keep these key considerations top of mind:

- **Always review for accuracy:** All AI-generated content must be reviewed for accuracy.
- **Not a substitute for judgment:** While effective prompting enhances AI's utility, it is not a substitute for your legal judgment and experience. The goal is to use Lexis+ AI™ Hong Kong as an accelerant, not a substitute for critical thinking.
- **Time-efficiency trade-off:** Spending significant time crafting the perfect input prompt has diminishing returns. It can be more effective to refine the answer by engaging in conversation than to include everything in a complex initial query.
- **Lexis+ AI™ Hong Kong is not like other AI tools:** It is built specifically for legal work and is not designed to address other use cases.
- **Practice makes perfect:** Effective use of generative AI requires practice. You should experiment with different prompts to refine the responses. Adjusting the wording, adding context, or rephrasing questions can improve AI-generated outputs.

II. PROMPTING FRAMEWORK FOR LEGAL GENERATIVE AI

Working with a specifically legally trained generative AI tool like Lexis+ AI™ Hong Kong can be different to working with other open source and generalist AI platforms you may be familiar with. Use the framework below to guide your research from beginning, middle to end; to structure and refine your prompts; and to point you where to go to validate the cited documents informing the AI response.

1. PREPARE ➤



CONTEXT



TASK



Before you begin, gather all the context around your issue, such as:

- Material Facts
- Key Terms
- Legal Principles
- Desired Output

Depending on the information you have gathered, choose the best Lexis+ AI™ Hong Kong task to start with:

	ASK	DRAFT	SUMMARISE	UPLOAD
Only have facts of the matter	✓			
Want an answer to a question but no other output needed	✓			
Require clarification around some legal principles prior to drafting	✓			
Have all required information, no question to ask, require a specific output (clause, email, letter)		✓		
Have a citation for a specific judgment you want to summarise			✓	
Have your own or third-party documents to summarise or ask questions about the content within them				✓

2. ITERATE

Some good principles to keep in mind when you are structuring your prompts:

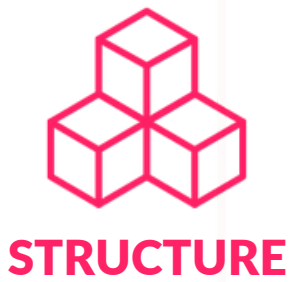
- Always **start a new conversation for a new matter**.
- **Specify your goal** and purpose.
(Draft a clause for an employment agreement that...)
- Ensure you have the **correct grammar and punctuation** throughout the prompt.
- Break the scenario down into **separate succinct sentences**.
- **Use legal terminology** commonly used in primary law and legal commentaries.
- Use a multi-turn approach and **separate out your prompts if you have multiple questions**, or if it would logically take multiple separate research steps to complete a task.

Refine by submitting follow-up prompt instructions to narrow or expand your query.

If you don't get the response you need with your first prompt, either ask a follow-up question or iterate on the initial response.

Some helpful questions to ask yourself when reflecting on your prompt:

- Have you given clear instructions?
- Have you provided specific details?
- Have you provided background for the task?
- Have you formatted your prompt with a clear structure?
- Have you used simple and concise language?



3. VALIDATE

Lexis+ AI™ Hong Kong and Lexis+® Hong Kong provide multiple tools to evaluate the documents that ground the AI response, such as

- In-line links cited in the generated response.*
- 'View Related Materials' link at the bottom of the response.*
- Analytical tools, eg. CaseBase and HK Legislation Citator.

**snippets from the documents are provided in Lexis+ AI™ Hong Kong. Access to the full text of the document is dependent on your current subscription to those resources.*



III. BEST PRACTICES FOR PROMPTING

To optimise the use of Lexis+ AI™ Hong Kong, consider the following the best practices for effective prompting:

► **Be specific in your objective.** State what you need, leaving minimal room for ambiguity.

Some background prompt	Better prompt
Draft a clause setting out the termination provisions of an NDA. Make the clause more in favour of the disclosing party.	<p>Draft a termination clause for an NDA between a Hong Kong technology company (disclosing party) and a consultant (receiving party). Structure as numbered subsections.</p> <p>Required Elements:</p> <p>Termination Rights: Disclosing party can terminate with 30 days notice or immediately for breach</p> <p>Surviving Obligations: Confidentiality (5 years), nonuse (indefinite), non-solicitation (2 years)</p> <p>Return Requirements: Within 10 days - return all materials, destroy copies, provide written certification</p> <p>Remedies: Injunctive relief, damages, legal fees</p> <p>Instructions: Heavy favour to disclosing party, Hong Kong law compliant, clear enforceable language.</p>

Note: Sample prompts are designed for illustrative purposes.

► **Provide background information and context.** Lexis+ AI™ Hong Kong performs better with background information. Context that is particularly helpful in creating the best response includes:

- Any parties, key terms, or points of law surrounding the matter
- The material facts to consider
- Goal and purpose

Some specificity	Better prompt
What are the procedural requirements and essential legal elements for filing a motor vehicle negligence claim in Hong Kong?	What are the specific procedural requirements and essential legal elements for filing a motor vehicle negligence claim in Hong Kong courts, particularly regarding to: Pleading standards, evidence requirements, statutory deadlines and damages framework.

Note: Sample prompts are designed for illustrative purposes.

► **Define the desired format.** If needed, indicate if you want a summary, an email to a client, or a specific legal clause. Lexis+ AI™ Hong Kong relies on many proven legal formats and templates, but that is not a substitute for your preferences and organisational best-practices.

Some format	Better prompt
How does Hong Kong define residency for tax purposes?	<p>Draft an email explaining Hong Kong tax residency definitions for a client.</p> <p>Required Elements:</p> <p>Residency Tests: 180-day rule, ordinarily resident test, permanent residence</p> <p>Key Factors: Physical presence, accommodation, family ties, business connections</p> <p>Tax Implications: Territorial vs. worldwide taxation, rates, exemptions</p> <p>Practical Examples: Common scenarios (expats, frequent travelers, students)</p> <p>Compliance Requirements: Filing obligations, documentation needed</p> <p>Format: Professional client advisory email with clear headings and bullet points.</p> <p>Tone: Accessible but authoritative, suitable for non-tax professionals.</p>

Note: Sample prompts are designed for illustrative purposes.

► **Define the audience.** If needed, indicate who is the reader of your document, such as opposing counsel, a judge, or your client.

Define audience prompt	Better prompt
What are the laws about data collection in the workplace?	I'm giving a presentation on data collection in the workplace to a group of HR professionals, explain the law in layman's terms

Note: Sample prompts are designed for illustrative purposes.

**QUICK READ: INPUT PROMPT CHECKLIST**

A strong prompt consists of key components that enhance clarity and improve AI-generated responses. If you construct a prompt using these components, you are more likely to get a high-quality response.

- ☐ **Context:** Provide background information to guide the response (i.e. jurisdiction, facts, purpose, goal)
- ☐ **Format:** Specify the desired structure (i.e. explanation, draft, summary)
- ☐ **Constraints:** Set any limitations, such as length or scope (i.e. layman's terms, focused or expansive drafting)

Optimising Your Output

Lexis+ AI™ Hong Kong is conversational and will polish its output with instructions. Ways to easily refine output through follow up prompts include:

- **Ask for clarifications.** If a response is unclear, prompt, "Explain this in simpler terms", select a relevant suggested action button, or start a new conversation with a new prompt.
- **Request refinements.** Modify outputs by requesting, "Make this more concise" or select a relevant suggested action button.
- **Provide examples.** Prompt Lexis+ AI™ Hong Kong to reference a specific legislation, case, or case facts to modify a response.

Take note: Repeating the input prompt may yield different responses due to AI's probabilistic nature. Responses are not computed in advance and stored, so Lexis+ AI™ Hong Kong may not give you the same response twice.

Prompt Optimisation Features

Lexis+ AI™ Hong Kong has many prompt optimisation features to help you get to the highest quality, most comprehensive response as efficiently as possible, such as:

- **Suggested prompts:** To make prompting as quick and intuitive as possible, Lexis+ AI™ Hong Kong will offer you suggested prompts above the prompt bar to get you started. Click on the question to populate the prompt bar and modify the prompt as you see fit before submitting.
- **Suggested action buttons:** After your initial prompt, you will often see purple buttons above prompt bar with options such as "Summarise case law authority" or "Specify consequences more explicitly". These are suggested action buttons; they are designed to help you comprehensively complete your goals and get the most out of Lexis+ AI™ Hong Kong. To apply a suggested action, click on the button to prompt Lexis+ AI™ Hong Kong.

We are always building on these capabilities based on customer feedback. Be sure to check in for updates and experiment with new prompt capabilities.



QUICK READ: 5 PS OF PROMPTING FOR BETTER RESULTS

When constructing a prompt to achieve a specific goal using Lexis+ AI™ Hong Kong, consider the 5 P's to ensure the most comprehensive result.

Step 1: Preparation	Step 2: Prompting	Step 3: Refinement
Before initiating the conversation, gather the information to correctly guide Lexis+ AI™ Hong Kong.	In the input prompt, ensure that the objective is clear and specific, with the supporting information detailed.	Ensure that your output meets your expectations, by adding details to your input prompt or making use of suggested action buttons.
<ul style="list-style-type: none">• Prime: Provide context, background, and constraints, such as parties, key terms, facts or points of law surrounding the matter.• Persona: Ensure that the perspective is defined, such as the client or addressee, desired tone and personality.	<ul style="list-style-type: none">• Prompt: Write the clear and specific instructions you want Lexis+ AI™ Hong Kong to perform.	<ul style="list-style-type: none">• Product: Specify the type and format of the output.• Polish: Elaborate, refine and verify the output through conversation with Lexis+ AI™ Hong Kong. This step allows you to provide feedback, ask follow-up questions or request modifications to the initial output.

IV. EXAMPLES OF PROMPTS TO ACHIEVE SPECIFIC OUTCOMES WITH LEXIS+ AI™ HONG KONG

Lexis+ AI™ Hong Kong can be prompted to boost productivity and deliver high quality legal work across legal workflows and practice areas. To help you get started, we have curated a selection of example prompts that a lawyer might use to achieve their goal. While you review, consider your own area of practice and what you could try to test this out in Lexis+ AI™ Hong Kong.

CIVIL LITIGATION

Legal Research

Give me a list of cases that comment on Order 18 Rule 19 of the Rules of the High Court.

Drafting a Legal Document – Letter of Demand

Draft a letter of demand by liquidator demanding owner Mr. Bao repay \$50,000 unfair preference payment by HK Food Company Limited. Creditor commenced petition for winding up on 1 May 2025. I was appointed liquidator of HK Food Company Limited by court order on 1 June 2025. Records show \$50,000 payment made to Mr. Bao on 1 Feb 2025. Payment was unfair preference - made within 2 years of the date of petition considering Mr. Bao is an affiliated person. Demand that Mr. Bao repay \$50,000 within 14 days or I will inform the court and seek directions.

CORPORATE

Legal Research

What are the key enforceability requirements for non-compete clauses under Hong Kong employment law? Specifically, what duration and geographical limits do Hong Kong courts consider reasonable, what legitimate business interests must be proven?

Check Legal Procedure

Explain the steps to register a wholly foreign-owned enterprise (WFOE) and how does this differ from registering for a local company in Hong Kong.

SECURITIES LAW

Asking a Legal Question

Under securities law, what precedents exist for market manipulation cases where defendants created artificial trading volumes or maintained inflated share prices through false trading activities?

Refining the Legal Question

Find cases in Hong Kong where market manipulation claims involving artificial trading volumes and inflated share prices resulted in penalties against corporate defendants under the Securities and Futures Ordinance.

CRIMINAL LAW

Checking Sentencing Guidelines

What are the latest sentencing guidelines for trafficking in Heroin, Cocaine and Methamphetamine?

IF IN DOUBT, JUST ASK A QUESTION

Prompt: Provide a summary of this contract.

Note: Lexis+ AI™ Hong Kong will still return an answer to simple queries. If unsure, go ahead and ask the question, you can clarify in response to the answer.

CONTACT YOUR ACCOUNT MANAGER FOR MORE INFORMATION

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