

Prompt Library

March 2026

Area of Law	Precedent Name	Precedent Code
All	Matter summary report	PT-NZ-GEN-001
All	Matter summary letter to client	PT-NZ-GEN-002
All	Chronology of events	PT-NZ-GEN-003
All	Confirmation of instructions letter to client	PT-NZ-GEN-004
All	AML summary report	PT-NZ-GEN-005
All	Matter Risk Assessment transaction summary	PT-NZ-GEN-006
All	Matter checklist	PT-NZ-GEN-007
Agriculture & Rural	Prompt for grazing agreement review letter	PT-NZ-AGRI-001
Agriculture & Rural	Prompt for letter of advice on farm succession	PT-NZ-AGRI-002
Agriculture & Rural	Prompt for sharemilking agreement review letter	PT-NZ-AGRI-003
Commercial	Prompt for franchise agreement review letter	PT-NZ-COM-003
Commercial	Prompt for joint venture agreement review letter	PT-NZ-COM-004
Commercial	Prompt for lease review letter	PT-NZ-COM-005
Commercial	Prompt for shareholders agreement review letter	PT-NZ-COM-006

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Commercial > Purchase of a Business	Prompt for Agreement Review Letter- Purchase of Business	PT-NZ-COM-001
Commercial > Sale of a Business	Prompt for Agreement Review Letter- Sale of Business	PT-NZ-COM-002
Conveyancing & Property > Purchase (off the plan)	Prompt for initial letter to client with review of agreement	PT-NZ-PROP-013
Conveyancing & Property > Purchase	Prompt for initial letter to client with review of agreement	PT-NZ-PROP-001
Conveyancing & Property > Purchase	Prompt for LIM Report review letter	PT-NZ-PROP-002
Conveyancing & Property > Purchase	Prompt for post settlement reporting letter to client	PT-NZ-PROP-007
Conveyancing & Property > Purchase	Prompt for pre-settlement checklist	PT-NZ-PROP-008
Conveyancing & Property > Purchase	Prompt for Title report letter	PT-NZ-PROP-003
Conveyancing & Property > Purchase	Prompt for unconditional confirmation letter to client	PT-NZ-PROP-006
Conveyancing & Property > Purchase	Prompt for purchaser's claim for compensation	PT-NZ-PROP-012
Conveyancing & Property > Sale	Prompt for initial letter to client with review of agreement	PT-NZ-PROP-004
Conveyancing & Property > Sale	Prompt for post settlement reporting letter to client	PT-NZ-PROP-009
Conveyancing & Property > Sale	Prompt for pre-settlement checklist	PT-NZ-PROP-010
Conveyancing & Property > Sale	Prompt for unconditional confirmation letter to client	PT-NZ-PROP-005
Conveyancing & Property > Sale	Prompt for vendor's dispute of claim for compensation	PT-NZ-PROP-011

Area of Law	Precedent Name	Precedent Code
Criminal > Criminal Offence	Prompt for brief to counsel	PT-NZ-CRIM-001
Criminal > Criminal Offence	Prompt for notice of appeal	PT-NZ-CRIM-002
Environment & Planning	Prompt for forestry right agreement review Letter	PT-NZ-ENV-001
Environment & Planning	Prompt for resource consent review letter	PT-NZ-ENV-002
Employment > Employment Dispute	Prompt for statement of claim	PT-NZ-EMP-001
Employment > Employment Dispute	Prompt for statement of defence	PT-NZ-EMP-002
Estate Planning & Administration > Estate Administration - General	Matter Checklist for Estate Administration	PT-NZ-EST-001
Estate Planning & Administration > Will & Enduring Powers of Attorney	Matter Checklist for life planning	PT-NZ-EST-002
Family > Care or Protection	Prompt for affidavit of applicant in support of application for an order under the Care of Children Act 2004	PT-NZ-FAM-001
Family > Care or Protection	Prompt for affidavit of respondent in response to an application made under the Care of Children Act 2004	PT-NZ-FAM-002
Family > Care or Protection	Prompt for application for an order under the Care of Children Act 2004	PT-NZ-FAM-003
Family > Care or Protection	Prompt for notice of response to an application made under the Care of Children Act 2004	PT-NZ-FAM-004
Family > Child Support	Prompt for affidavit in support of application for suspension order	PT-NZ-FAM-005
Family > Child Support	Prompt for application for suspension order	PT-NZ-FAM-006
Family > Child Support	Prompt for notice of appeal against assessment	PT-NZ-FAM-007

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Family > Family – General	Prompt for Application form for order (or declaration) without notice	PT-NZ-FAM-008
Insolvency and Bankruptcy	Statutory Demand	PT-NZ-IB-001
Litigation > General Dispute	Prompt for brief to counsel	PT-NZ-LIT-001
Litigation > General Dispute	Prompt for Interlocutory Application	PT-NZ-LIT-002
Litigation > General Dispute	Prompt for notice of appeal	PT-NZ-LIT-003
Litigation > District Court Litigation	Prompt for Statement of claim	PT-NZ-LIT-004
Litigation > District Court Litigation	Prompt for Statement of defence	PT-NZ-LIT-005
Litigation > District Court Litigation	Prompt for Statement of defence and counterclaim	PT-NZ-LIT-006
Litigation > High Court > High Court Litigation	Prompt for a Discovery Request	PT-NZ-LIT-007
Taxation	Prompt for Response to Inland Revenue Information Request	PT-NZ-TAX-001
Taxation	Prompt for Tax Advice Letter	PT-NZ-TAX-002
Taxation	Prompt for Voluntary Disclosure Letter	PT-NZ-TAX-003
Trust Administration	Matter Checklist for annual trustee meeting	PT-NZ-TST-001
Trust Administration	Matter Checklist for Trust Administration	PT-NZ-TST-002
Trust Formation	Matter Checklist for Trust Formation	PT-NZ-TST-003

Area of Law	Precedent Name	Precedent Code
Trust Wind Up	Matter Checklist for Trust Wind Up	PT-NZ-TST-004

For instructions on effectively utilising Prompts, please refer to the [How to use Prompts](#) and [Matter AI for Word](#) articles on Help Centre.

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