

Annotation Instructions for Priv, Non-Priv Documents

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Abstract

This document is self contained. It has instructions of how to annotate privileged versus non-privileged documents. We start with the basic definition, followed by annotation guidelines, and finally some examples.

1 Definition

Privileged documents are defined as documents that satisfy the following criteria:

1. include communication between an attorney and its client.
2. communication is about a legal advice.

Non-privileged documents are those that are not privileged. The documents you will see when you open the html file in MS Word are emails from the Enron email data-set. All these emails are sent-to or received-by an attorney i.e. these are communications between attorneys and *possibly* their clients. So during annotation, you do not need to worry about the first condition. Assume that it is satisfied. All you need to do is read the email and judge if this could be about seeking/giving legal advice.

2 Annotation Guidelines

You will receive one html file. Following are the steps to follow:

1. Please open the html file in MS Word. Each file has 100 emails¹
2. Read through the emails one after the other and write one of P/NP/CS in the third column.
3. We would recommend you to be conservative during annotations. If you have the slightest doubt about the email being P or NP, please mark it as CS. We request you to record the email ID and a brief explanation of why it was hard to annotate in a separate word document and email that back to us.
4. Save it as you go.
5. That's it, good luck, and thanks for your help!

3 Examples

Following are some examples of emails in which people are seeking/giving legal advice. P stands for “privileged”, NP for “non-privileged” and CS for “can’t say”.

¹sounds daunting but it's not that bad. Imagine smart lawyers, fresh out of Ivy League schools do this on a daily basis for 1000 documents per day for three years of their lives.

Email ID	Email Text	Annotation (P/NP/CS)
4edhksk384	<p>Thanks for the email. Cameron is great. He loves his new school, even though it is not as "working parent friendly" as Cathedral House was.</p> <p>Cameron also loves fire engines (and ambulances , and tow trucks, and bulldozers and). We took Cameron to the Bellaire EMS Open House a few weeks ago. He got to climb all over the fire engines and even get into the drivers seat and "drive." They also handed out plastic firemans hats. He had a blast!</p> <p>I look forward to having you back on 36; Im moving there as soon as they get my phone/computer set up Ill spend half days there.</p> <p>See you later.</p> <p>Michelle</p>	NP

Table 1: Because email is about how Cameron loves his new school. Clearly not seeking/giving legal advice.

Email ID	Email Text	Annotation (P/NP/CS)
4ejsu739	<p>I need for you to send an e mail to Michelle Word informing her of the following in connection with my leave that you have approved:</p> <ol style="list-style-type: none"> 1. In addition to the 6 weeks that Enron allows for leave, I am planning on adding to that period and using any remaining vacation time that I have for 2000 which I believe is an additional 10 12 days. 2. After that time is used up, I plan to take an unpaid leave of absence. Michelle informs me that I have to specify a date and as you are aware I am not sure how long I will take but if I need to specify a date, lets just pick until December 31, 2000 and as you and I have discussed, I will keep you informed throughout my leave as to what my plans are once I decide. 3. Tentatively, I am planning for July 14th to be my last day but I should know more after next Wednesday. Thanks and let me know if you have any questions. 	NP

Table 2: Because no legal advice. It's about requesting Mark to do mail Michelle about leave of absence.

Email ID	Email Text	Annotation (P/NP/CS)
4ejsu739	Ned, Looks fine. Let me know when you get the originals and I will initial.	P

Table 3: The attorney is probably requesting its client to inform him/her about the “originals”. This is a close call but I would mark it as P.

Email ID	Email Text	Annotation (P/NP/CS)
4ejsu739	<p>I have completed my review of International Papers Natural Gas Sales and Purchase Agreement as requested. As constructed , there are numerous revisions that would need to be made for this agreement to be acceptable.</p> <p>Having said that, are you aware we currently have in place a Master Sale Firm Agreement with IP dated May 5, 1995</p> <p>Please let me know how you would like to proceed.</p> <p>Debra Perlingiere Enron North America Corp. 1400 Smith Street, EB 3885 Houston, Texas 77002 dperlin@enron.com Phone 713 853 7658 Fax 713 646 3490</p>	P

Table 4: Looks like the attorney reviewed some official documents for its client. This counts as legal advice.

Email ID	Email Text	Annotation (P/NP/CS)
4ejsu739	Absolutely!	NP

Table 5: This might be a response to a legal advice. However, the content of this email does not reveal what the actual advice was. So this is NP.