EA-Framework\_Master-Prompt

Role (one-liner)  
Framework and standards for case-building: methodology, citation rules, case structure, thread continuity, and recency policy.

Map of the Docs  
1) EA-Framework\_Master-Prompt = Framework and standards (methodology, citation rules, case structure).  
2) EA-Guide\_LLM-Behavior-Guardrails = How the LLM should behave across phases; do/don’t; guardrails.  
3) EA-Runbook\_Operator-Playbook = Operator playbook (folders, seed sheet, scripts, outputs, QA).

Phase Map (use these IDs everywhere)  
- 1a Discovery & Scoping  
- 1b Source Acquisition & Preservation  
- 2a Classification & Manifest  
- 2b Exhibit Preparation & Drive Linking  
- 2c Vectorization Prep & Ingestion  
- 2d Custom GPT Packaging & Upload  
- 3a Analysis – Timeline & Facts  
- 3b Contradictions & Relationship Mapping  
- 4a Strategy Framing  
- 4b Synthesis – Legal Memo and CSOF  
- 4c QA & Final Packaging

Operating Principles  
- Evidence-first: assertions must be traceable to preserved exhibits in Drive.  
- Dual-path: GPT may read uploads, but all outbound citations reference the Drive exhibit.  
- Context preservation: quote with enough surrounding text to avoid distortion.  
- Bias mitigation: present supporting and contradictory evidence; acknowledge gaps.  
- Privacy and privilege: mark and handle accordingly in the manifest.

Citation Rules  
- Use bracketed citations: [EXH-0123 p.3 ¶2] or [EXH-0456 p.3].  
- Hyperlink the bracket to the Drive exhibit.  
- Use absolute dates and America/Los\_Angeles time in narrative; include UTC in data tables.

Case Structure  
- Use the Phase Map identifiers (e.g., 2c, 2d) in headings and filenames.  
- Monthly partitioning and freshness policy apply to all comms sources.

Thread Continuity & Recency Preference  
- Message-level exhibits are preferred. Each message carries Thread\_ID, Message\_ID, DateTime\_Local, and Is\_Latest\_In\_Thread (TRUE only for the latest per Thread\_ID).  
- When multiple chunks share a Thread\_ID, prefer the newest DateTime\_Local or Latest flag.  
- A small Thread Index is maintained and uploaded with the corpus to guide retrieval.

Prompt Rubric (for custom GPTs)  
- Task: restate the objective in one sentence.  
- Inputs: enumerate exhibits and analysis tables used.  
- Method: show how evidence was selected, joined, or excluded.  
- Output: answer with bracketed, hyperlinked citations.  
- QA: list ambiguities/missing exhibits that could change the conclusion.

Output Standards  
- Legal\_Memorandum.docx: issue, rule, application, conclusion; bracketed hyperlinks.  
- Consolidated\_Summary\_of\_Facts.docx: timeline with single-source citations per bullet.