EA-Runbook\_Operator-Playbook

Role (one-liner)  
Operator playbook: folders, naming, seed sheet, scripts, expected outputs, QA gates, monthly freshness, and Custom GPT packaging.

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

Working vs Production Conventions  
Folder Policy  
- /Production: canonical, stable names; contents are the current truth. Names and locations do not change.  
- /Working: drafts and experiments. Version using datestamps.

File Naming  
- Production docs (stable): EA-Runbook\_Operator-Playbook.docx, EA-Framework\_Master-Prompt.docx, EA-Guide\_LLM-Behavior-Guardrails.docx  
- Working drafts: append YYYYMMDD or YYYYMMDD-HHMM (e.g., EA-Runbook\_Operator-Playbook\_20250902.docx).  
- Exhibits: EXH-####\_Short-Label.ext (e.g., EXH-0123\_Soberlink-11005-Log.pdf).

Canonical Ownership (kill duplication)  
- Seed sheet schema: Canonical here in the Runbook (§3).  
- QA/Deliverables checklist: Canonical here in the Runbook (§7).  
- Scripts list and responsibilities: Canonical here in the Runbook (§5).  
- Other docs must reference these sections instead of duplicating content.

1. Folder Structure (Production)  
- /01\_Inputs  
- /02\_Exhibits/PDFs  
- /02\_Exhibits/Native  
- /03\_Manifests  
- /04\_Analysis  
- /05\_Synthesis  
- /\_Audit (hashes, logs)

2. Phase-by-Phase (operator steps and outputs)  
Phase 1a Discovery & Scoping  
- Inputs: matter description, known sources.  
- Output: Scope note; initial source list.

Phase 1b Source Acquisition & Preservation  
- Inputs: Gmail/OFW exports, device docs.  
- Output: Preserved PDFs in /02\_Exhibits; initial Drive links.

Phase 2a Classification & Manifest  
- Inputs: preserved exhibits.  
- Output: UNIFIED\_EXHIBIT\_MANIFEST.csv in /03\_Manifests with fields in §3.

Phase 2b Exhibit Preparation & Drive Linking  
- Output: All exhibits uploaded to Drive; Drive links populated in manifest; filenames normalized (EXH-####\_Short-Label.ext).

Phase 2c Vectorization Prep & Ingestion (Custom GPT surrogate corpus)  
- Normalize text (OCR if needed), respect message/page boundaries, chunk with semantic/paragraph-first fallback; attach metadata (Exhibit\_ID, Drive\_Link, SHA256, Thread\_ID, From/To/CC, DateTime\_Local+UTC, Page range, Privilege\_Flag). Emit Citation\_Map.jsonl.  
- Monthly partitioning: set Partition\_Key = YYYY-MM based on DateTime\_Local (PST). Use Frozen\_Flag and As\_Of per §3.  
- Late arrivals: file them into their true month; bump Ingestion\_Batch\_ID and add an Errata entry (no rebuild required).  
- Output: vector-ready text files + Citation\_Map.jsonl per month; logs in /\_Audit.

Phase 2d Custom GPT Packaging & Upload  
- Package monthly “surrogate packs” for upload (Gmail\_YYYY-MM, OFW\_YYYY-MM, etc.) with message-respecting chunks and inline anchors.  
- Include a small Thread Index file (CSV) listing Thread\_ID, Latest message date, Latest Exhibit\_ID/Message\_ID, Drive link.  
- Latest-wins policy (message-level recommended): mark the most recent message in each thread via Is\_Latest\_In\_Thread=TRUE in metadata/first-line header.  
- Close the previous month on the 5th (default grace window) → set Frozen\_Flag=TRUE. Maintain exactly one “open” month.  
- Output: uploaded packs in Custom GPT; packaging logs in /\_Audit.

Phase 3a Analysis – Timeline & Facts  
- Output: Unified\_Timeline.csv with atomic facts and citations [Exhibit\_ID p.¶].

Phase 3b Contradictions & Relationship Mapping  
- Output: Contradictions\_Matrix.csv; Cross\_Platform\_Relationships.csv.

Phase 4a Strategy Framing  
- Output: Strategy\_Narrative.md (issues, options, risks, asks).

Phase 4b Synthesis – Legal Memo and CSOF  
- Output: Legal\_Memorandum.docx; Consolidated\_Summary\_of\_Facts.docx with bracketed Drive-link citations.

Phase 4c QA & Final Packaging  
- Output: Final\_Delivery\_Package/ with memo, CSOF, exhibits, manifests, analysis, and audit trail.

3. Seed Sheet (canonical schema)  
- File: /03\_Manifests/UNIFIED\_EXHIBIT\_MANIFEST.csv (single source of truth).  
- Required fields: Exhibit\_ID, Source\_System, Source\_ID/Message\_ID, Thread\_ID, Parent\_ID, Child\_ID, DateTime\_Local (America/Los\_Angeles), DateTime\_UTC, From, To, CC, Subject/Title, File\_Name, Drive\_Link, SHA256, Page\_Count, Party, Privilege\_Flag, Tags, Notes, Partition\_Key (YYYY-MM), Frozen\_Flag (TRUE/FALSE), As\_Of (ISO date), Ingestion\_Batch\_ID, Supersedes (prior ID/version if any).

4. Monthly Partitioning & Freshness Policy  
- Partition by DateTime\_Local month. Keep one “open” month; lock previous month on the 5th (default).  
- Late arrivals/corrections: assign to their true month; bump Ingestion\_Batch\_ID; record Supersedes if replacing an earlier record.  
- Cross-month threads: prefer message-level exhibits; embed Thread\_ID and identical subject tokens across months; maintain Thread Index.

5. Scripts Index (canonical list; manual or automated)  
- gmail\_processor: export → PDF → normalize headers → hash → draft manifest rows.  
- ofw\_processor: normalize OFW exports to unified schema.  
- cross\_platform\_analyzer: join Gmail/OFW into Unified\_Timeline; relationship mapping.  
- manifest\_generator: enforce IDs, filenames, SHA256, Drive link slots.  
- vector\_ingestor: OCR/normalize/chunk; emit Citation\_Map.jsonl.  
- gpt\_packager: build monthly surrogate packs (+ Thread Index) and apply latest-wins headers.  
- link\_checker: verify Drive links.  
- final\_package\_assembler: build Final\_Delivery\_Package.

6. Naming and IDs  
- Exhibits: EXH-0001 upward; do not reuse IDs.  
- Documents: stable names in /Production; datestamped variants in /Working.  
- Monthly packs: EA-Gmail\_YYYY-MM\_\*.txt/pdf; EA-OFW\_YYYY-MM\_\*.txt/pdf; Citation\_Map\_YYYY-MM.jsonl.

7. QA Checklist (canonical)  
- Every material sentence in memo/CSOF has a bracketed citation that opens a Drive exhibit.  
- Manifest has no missing Drive\_Link or SHA256; Partition\_Key and timezone fields populated.  
- Vectorization acceptance: min 1 chunk per page; links resolve; 10% spot-check accuracy.  
- GPT packaging acceptance: canary prompts for latest-wins and cross-month recall pass.  
- Final package opens offline and online (links resolve).