# EA-Framework\_Master-Prompt.docx

**Role (one-liner)**  
Framework and standards for the EvidenceAI system: validated methodology, hyperlinked citation rules, and simplified case structure.

**Map of the Docs**

* EA-Framework\_Master-Prompt.docx = This document. Core methodology, citation rules, phase structure.
* EA-Guide\_LLM-Behavior-Guardrails.docx = How the LLM should behave across phases; do/don’t; guardrails.
* EA-Runbook\_Operator-Playbook.docx = Operator playbook (folders, scripts, outputs, QA).

**Phase Map (Validated & Simplified)**

* **Phase 1: Strategy** – Generate targeted search queries from natural language hypotheses.
* **Phase 2: Acquisition** – Automate search execution and forensic preservation of email threads as locally-stored PDFs.
* **Phase 3: Analysis** – Analyze findings to identify new leads, contradictions, and refine the core strategy.
* **Phase 4: Synthesis** – Compose court-ready briefs with every assertion hyperlinked to local exhibit files.

**Operating Principles**

* **Evidence-first, locally verifiable:** All assertions must be traceable to a preserved, local PDF exhibit. The system creates self-contained evidence packages.
* **Dual-path analysis:** Use AI to read and analyze content, but all final citations must be verifiable hyperlinks to the local file, ensuring integrity and ease of sharing.
* **Iterative discovery:** The process is a loop. Phase 3 analysis refines the Phase 1 strategy, enabling adaptive, AI-driven evidence discovery.
* **Context preservation:** Quotes must include sufficient surrounding text to avoid misinterpretation. Preserve entire email threads as single exhibits.
* **Bias mitigation:** Actively seek and present contradictory evidence; acknowledge gaps in the record and limitations of the discovery.

**Citation Rules (Hyperlinked & Local)**

* **Format:** Use bracketed, descriptive citations that can be cross-referenced: [2025-05-21\_Soberlink\_Error\_11005\_Report.pdf p. 3]
* **Linking:** In final documents (DOCX), hyperlink the citation text directly to the corresponding local PDF file in the ./02\_Exhibits/01\_Raw\_PDFs/ directory.
* **Purpose:** Ensure the document is self-contained. Any recipient can instantly verify any claim by clicking the link to view the exact source material.
* **Timestamps:** Use absolute dates and America/Los\_Angeles time in narratives.
* **Provenance Requirement:** Each citation must include sender, recipients, subject, UTC timestamp, message-ID, and two sentences of context before/after the quoted text.

**Case Structure**

* The four-phase map (1–4) is the primary identifier for process steps.
* Case building is organized by iterative discovery cycles, allowing adaptive refinement based on findings rather than rigid time boundaries.
* The core Hypothesis evolves through iterative analysis and Operator interpretation. The process is guided by natural language, not structured data files.

**The Iterative Discovery Loop**

* **Strategize:** Formulate a Hypothesis in natural language.
* **Discover:** Execute automated searches to find evidence.
* **Analyze:** Use AI to learn from the Findings and propose the next search steps in natural language.
* **Refine:** The Operator interprets the analysis, applies the **Decision Gate**, and defines a Next Hypothesis.
* **Repeat:** Launch a new, smarter discovery round. The system becomes more precise with each iteration.

**Decision Gate (Mandatory Checkpoint)**  
After Phase 3 (Analysis), the Operator must review Findings before proceeding:

1. Verify provenance completeness (sender, recipients, subject, UTC timestamp, message-ID, two sentences of context).
2. Confirm contradictions and ambiguities are logged.
3. Approve or refine the Next Hypothesis.
4. Record rationale for the decision.  
   The loop cannot continue without this checkpoint.

**Prompt Rubric (for all phases)**

* **Task:** State the objective in one clear sentence.
* **Inputs:** Specify the exact documents provided (e.g., a set of PDFs, a natural language hypothesis).
* **Method:** Briefly explain the analytical or operational method to be used.
* **Output:** Define the exact deliverable format (e.g., “a numbered list,” “strategic recommendations in natural language”).
* **QA:** For analytical phases, instruct the LLM to note ambiguities, contradictions, or missing evidence that could alter conclusions.

**Output Standards**

* **Legal\_Memorandum.docx:** Follow the IRAC structure (Issue, Rule, Application, Conclusion). Every application sentence must have a hyperlinked citation to a local PDF exhibit.
* **Consolidated\_Summary\_of\_Facts.docx:** A chronological timeline. Each factual bullet point must be sourced to a single exhibit with a hyperlink.
* All analysis outputs should prioritize clear, actionable natural language recommendations over rigid data formats.
* Phase 3 deliverables must provide strategic narrative insights rather than formatted data outputs.
* All documents must be shared as a self-contained package where all hyperlinks resolve to the local ./02\_Exhibits/ subfolder.

**Failure Protocols**

1. **Zero-Result Branch** — Log query, expand time window ±14 days, retry. If still zero, propose three alternative pivots; Operator decides.
2. **Tool/API Error** — Capture error code, retry with backoff (3x), fallback to manual export, alert Operator.
3. **Malformed Files** — Attempt re-export; if still malformed, flag for manual PDF capture; do not promote to Findings until fixed.
4. **Incomplete Provenance** — Block promotion to Findings; open a “Provenance Fix” task.
5. **Privacy Trigger (SUD/medical/PII)** — Route to Redaction Gate; Operator approval required before sharing.
6. **Contradiction Detection** — Must be logged with citations; Operator decides if elevated to Hypothesis level.

**Metrics & Exit Criteria**

* Coverage % of target sources searched.
* Contradictions identified and logged.
* New participants or leads discovered.
* Zero-result rate per cycle.
* Stop condition: two consecutive cycles with no new significant Findings.

**Terminology Appendix (Authoritative Definitions)**

* **Hypothesis** — A falsifiable claim expressed in natural language.
* **Query Plan** — The set of Gmail search queries derived from a Hypothesis.
* **Findings** — Evidence identified in Phase 3, documented with verbatim quotes, surrounding context, and complete provenance.
* **Contradictions** — Evidence that conflicts with or undermines prior claims; must be logged explicitly.
* **Next Hypothesis** — The refined claim formed after reviewing Findings and Contradictions.
* **Operator** — Human lead; interprets analysis, approves Query Plans, manages redaction, signs off.
* **LLM Analyst** — Recommends search strategies, drafts Findings, ranks options, highlights risks.
* **Automation** — Scripts/utilities that execute searches and preserve evidence (e.g., Gmail\_to\_Drive\_PDF.js).
* **Evidence Appendix** — The collection of exhibits with provenance metadata and hyperlinks.
* **Decision Gate** — The mandatory checkpoint where the Operator reviews Findings, confirms provenance, resolves contradictions, and approves the Next Hypothesis.

**Version Notes**  
This harmonized version incorporates standardized terminology, Decision Gate requirements, provenance as a hard gate, failure protocols, and measurable exit criteria. It aligns fully with the Guardrails and Runbook, ensuring operational consistency across the EvidenceAI documentation suite.