



The Anonymization Protocol

Complete these five steps before every professional AI prompt — without exception.

ANONYMIZE BEFORE YOU PROMPT · Every time. Every session. No exceptions.

1

Replace Names

Use Party A, Party B, Party C, or descriptive roles such as "the employer," "the contractor," or "the tenant." Never use real names under any circumstances.

2

Replace Identifying Details

Swap specific dollar amounts, addresses, dates, case numbers, and any other identifying information with approximate or anonymized equivalents that preserve the legal facts.

3

Remove Legal References

Remove any reference to named attorneys, law firms, judges, courts, or specific docket numbers. These details are not necessary for AI to assist you effectively.

4

Keep the Facts Accurate

The legal issues, dispute pattern, and factual context should remain accurate — only the identifying details change. Anonymization protects parties; it does not distort the analysis.

5

Do a Final Review

Read your prompt one last time before submitting. If you can identify the parties or the specific matter from the text alone, revise it again before you proceed.

⚠ NEVER INPUT Real party names, case-specific financial details, confidential communications, or identifying information into any general AI platform — including ChatGPT, Claude, Gemini, or any similar consumer tool. If you are using an enterprise or purpose-built legal platform with data protection in place, confirm those protections before proceeding.

✓ REMEMBER When in doubt, use "Party A" and "Party B" — even for practice. Making anonymization automatic is the entire goal.



The Responsible Use Checklist

Run through this list before every AI session. Thirty seconds. Every time.

BEFORE YOU PROMPT · Eight questions. Thirty seconds. Professional standard.



ANONYMIZE Have I replaced all real names, identifying details, and confidential information with neutral placeholders?



DEFINE THE TASK Have I told the AI specifically what I need — not just asked a general question?



PROVIDE CONTEXT Have I given the AI enough background to produce a useful, targeted, and accurate output?



NEUTRAL FRAMING Have I reviewed my prompt for language that implies fault, blame, or a preferred outcome?



PLATFORM CHECK Am I using a platform appropriate for this level of sensitivity — consumer tool vs. secure enterprise platform?



MEMORY OFF Have I confirmed that AI memory is disabled — or that this session will not be stored or retained?



PLAN TO VERIFY Do I understand that every factual claim, citation, and legal reference requires independent verification?



PLAN TO ITERATE Am I treating this as a first draft — not a final product — and planning to review and refine the output?

THE SIX STEPS OF RESPONSIBLE USE

- 01 Anonymize inputs — every time, without exception
- 02 Define the task with precision before you begin
- 03 Provide complete, balanced, and neutral framing
- 04 Iterate — the first output is a draft, not a deliverable
- 05 Verify all factual content independently
- 06 Apply your professional judgment to every output before use