

ELYVIA LAW PLLC

# Attorney-Client Privilege and Attorney Work Product Protocol

*Protocol for preserving legal protections where available*

Version date: May 26, 2026

**Important notice:** This policy is provided for general informational purposes and does not create an attorney-client relationship, does not constitute legal advice to any person other than an engaged client within the scope of a written engagement, and may be supplemented by matter-specific engagement terms, outside-counsel guidelines, data-processing terms, or client instructions.

## Purpose

This Protocol explains how Elyvia Law works to preserve attorney-client privilege and attorney work-product protection where those protections are available.

## No Automatic Privilege from Website Contact

Submitting information through Elyvia Law website, email, or contact form does not by itself create an attorney-client relationship and may not create privilege.

Prospective clients should avoid sending confidential or sensitive information until Elyvia Law has completed any necessary conflict review and agreed to receive the information.

## Privileged Communications

Communications are most likely to be privileged when they are confidential communications between attorney and client, or their authorized representatives, made for the purpose of seeking or providing legal advice.

Business, operational, technical, or compliance communications may not be privileged merely because an attorney is copied.

## Work Product

Materials prepared by or for counsel in anticipation of litigation, regulatory investigation, enforcement risk, or legal dispute may qualify for work-product protection, especially where they reflect counsel mental impressions, legal theories, strategy, or analysis.

Not all compliance materials, software artifacts, or business records are work product.

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## Public-Facing Handling Commitments

Elyvia Law uses reasonable measures designed to preserve privilege and work-product protection, including matter-specific access controls, confidentiality markings where appropriate, segregation of legal advice from business materials where practical, careful use of third-party service providers, and prompt action if potentially protected material is inadvertently disclosed.

## Client Cooperation

Clients help protect privilege by limiting distribution of legal advice to those who need to know, avoiding unnecessary forwarding or copying, clearly identifying requests for legal advice, preserving confidentiality, and consulting counsel before sharing legal advice with auditors, consultants, regulators, counterparties, investors, or other third parties.

## RedZone-Related Materials

RedZone Compliance / REDZONE INTEGRITY may generate or support different categories of materials: legal advice, attorney analysis, compliance recommendations, workflows, software code, risk dashboards, source mapping, business-process documentation, and operational outputs.

These categories may receive different legal protections. Elyvia Law will identify and handle client-specific legal advice and attorney-directed analysis separately from generic software, templates, or operational materials where appropriate.

## No Overclaim

Elyvia Law cannot guarantee that a court, regulator, agency, counterparty, or other authority will treat any particular communication, dataset, code artifact, AI prompt, AI output, report, or compliance record as privileged or protected work product.

The firm protocol is designed to reduce avoidable waiver and disclosure risk.

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*Document status: Policy draft for website, client onboarding, and engagement workflow use. Internal implementation procedures, security configurations, vendor contracts, and matter-specific instructions should be maintained separately.*