

The Happy Proofreader

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REPORTER PREFERENCE SHEET

Reporter's Name:

Phone number:

Email:

- | | | |
|-----|----|---|
| Yes | No | Comma before final "too." (He went with us, too.) |
| Yes | No | Slashes in date (04/17/07) |
| Yes | No | Dashes in date (04-17-07) |
| Yes | No | Cap "Plaintiff" and "Defendant" when referring to the parties in the case. |
| Yes | No | Capitalize "Counsel" if a name can be replaced (Repeat that, Counsel/Lisa.) |
| Yes | No | Dashes between inch-and-a-half |

Numbers: Spell out the number one through _____.

If witness says "eight o'clock": (Circle one)

eight o'clock 8:00 8 o'clock 8:00 o'clock

If witness says "two million dollars":

\$2 million two million dollars 2 million dollars

When a person is spelling out a word:

CAPS or lower case. W-I-T-H dashes or WITHOUT.

Choose the sample below that you prefer in an answer to a question:

Yes, I was there. Yes. I was there.

Choose the sample below that you prefer on specific numbers:

Exhibit Number 10 Exhibit No. 10

Choose the sample below that you prefer on specific pages, lines, sections, volume numbers, etc.:

Page 10, Line 20 page 10, line 20 Volume No. 5 volume number five Volume Number 5

Choose the comma series that you prefer:

dog, cat and horse dog, cat, and horse

Choose the sample below in dealing with money when \$ is not mentioned on the first number, but it is clearly understood:

10 or \$15 \$10 or \$15 10 or 15 dollars

When a person is not sure of a year and doesn't say the ninety, choose the sample below that you prefer:

1995 or 6 1995 or '6 1995 or '96

Do you like [sic] to be written in the transcript when the speaker is clearly misstating a name or date, for instance?

Yes No

Choose your preference below on a sample question asked:

Are we talking about a year before you quit? Six months? Two weeks? 21 days?

Are we talking about a year before you quit, six months, two weeks, 21 days?

My preference: _____

After colloquy, the attorney resumes his Q&A, which do you prefer:

BY MR. LAWYER:

Q. Did you say that?

Q. BY MR. LAWYER: Did you say that?

Q. (By Mr. Lawyer) Did you say that?

Choose date form you prefer (comma or no comma):

January, 1999 January 1999

Choose your preference for "correct" or "right" at the end of a question:

You are leaving tomorrow, correct?

You are leaving tomorrow; correct?

You are leaving tomorrow. Correct?

Choose your preference for "is that correct" or "is that right" at the end of a question:

You are leaving tomorrow, is that correct?

You are leaving tomorrow; is that correct?

You are leaving tomorrow. Is that correct?

Choose your preference at the end of a question:

You must tell the truth, do you understand?

You must tell the truth; do you understand?

You must tell the truth. Do you understand?

Choose preference below when referring to decades:

'90's 90's 90s '90s

Choose objection preference in colloquy:

Objection, form. Objection; form. Objection. Form.

How do you like nonverbal responses to be written?

Miscellaneous preferences: (Please circle your preference for each set.)

Web site web site website

email e-mail

10 percent ten percent

Page 1 page one Page One

Docket Number 1 Docket No. 1

5 inches five inches

1st grade First grade 1st Grade

'98/'99 '98, '99

**Please send a sample of a final transcript.
Also send parenthetical preferences for read back, off the record, etc.**

Please list any special concerns or preferences not covered here: