Reporter’s Preference Sheet

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**Reporter’s Name:**

**Phone Number:**

**Email Address:**

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**Yes**  **No**  **Comma before final “too.” (He went with us, too.)**

**Yes**  **No**  **Slashes in date (04/17/07)**

**Yes**  **No**  **Dashes in date (04-17-06)**

**Yes  No  Capitalize “Counsel” if a name can be replaced (Repeat that, Counsel/Lisa.)**

**Yes  No  Dashes between inch-and-a-half**

**Yes  No  Cap the following: North, South, East, West (Up North / up north)**

**Numbers: Spell out the number one through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If witness says “eight o’clock”:**

**\_\_\_\_\_ 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**

**Spell out words in 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**

**On dates that a person is trying to get out (but 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. BY MR. LAWYER: Did you say that?**

1. **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.**

**Miscellaneous Preferences:**

**\_\_\_\_\_ Web site \_\_\_\_\_ web site \_\_\_\_\_ website**

**\_\_\_\_\_ 10 percent \_\_\_\_\_ ten percent**

**\_\_\_\_\_ Page 1 \_\_\_\_\_ page one \_\_\_\_\_ Page One**

**\_\_\_\_\_ Docket Number 1 \_\_\_\_\_ Docket No. 1**

**\_\_\_\_\_ Um-hum \_\_\_\_\_ Mm-hmm \_\_\_\_\_ Uh-huh > only use when applicable**

**\_\_\_\_\_ 5 inches \_\_\_\_\_ five inches**

**\_\_\_\_\_ 1st grade \_\_\_\_\_ First grade \_\_\_\_\_ 1st Grade \_\_\_\_\_1st grade**

**\_\_\_\_\_ ‘98/’99 \_\_\_\_\_ ’98, ‘99**

**When referring to Exhibit #s:**

**\_\_\_\_\_ Exhibit No. 1 \_\_\_\_\_ Exhibit Number 1**

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

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Please list any special concerns or preferences: