

Reporter Preference Sheet

Name: _____

Billing Address: _____

City, State, Zip: _____

Phone Numbers: (H) _____ (O) _____

(C) _____ (F) _____

E-mail: _____

Cat System: _____

Official or Freelance? _____

-
-
- Punctuation before "Is that correct?"
 - Punctuation before "Right?"
 - Punctuation w/ dates:

3/5/99 or 3-5-99

Yes Comma after year? Your May 1, 1998, letter.

Yes Comma after month? Your May, 1998 letter.

Other: _____

- Spell out words in UPPER lower case with without dashes.
- Clean up attorneys? Yes
- Clean up judge? Yes
- Numbers: Write out ONE through TEN
- Numbered items:
 - No. 10
 - Number 10
 - Number ten
- Time of day:
 - "nine o'clock" =
 - "nine to noon" =
 - "four p.m." =

- If witness says “two million dollars”: \$2 million
 two million dollars
 2 million dollars
- New paragraph after “Strike that”? Yes
- Flag Mark: * ^ {} Other:
- Speaker reidentification:
 1. BY MR. JONES:
 Q. So when did you...
 2. Q. (By Mr. Jones) So when did you...
 Other
- When was that; do you recall?
 When was that, do you recall?
 When was that? Do you recall?
- My question is, why did you do that?
 My question is: Why did you do that?
- Yes Use ellipses for trailing off? . . .
- Which do you prefer?
 - Objection; vague, speculation.
 - Objection. Vague, speculation.
 - Objection. Vague. Speculation.
 - Objection. Vague; speculation.
 - Other
- Was it a customer calling and saying, “I need service,” or was it something else?
 Was it a customer calling and saying I need service or was it something else?
- Serial commas:
 - apples, oranges, and bananas
 - apples, oranges and bananas

Thank you for taking the time to fill this out. Please list any other preferences or tips you feel would help me. I want to do the best job possible for you.

Please type any additional comments here.