REPORTER PREFERENCE WORKSHEET

Name: _____ CAT System: _____

Address: _____

Home Phone: _____ Cell: _____

E-mail: _____

FOR QUICK QUESTIONS I PREFER: Text ☐ **Phone** ☐ (home ☐ cell ☐) **Email** ☐

Edit with Audio — Tape/wav/digital/AudioSync: **Yes** ☐ **No** ☐

Full Audio : **Yes** ☐ **No** ☐

Spot check only : **Yes** ☐ **No** ☐

FOR ENGLISH AUTHORITY I PREFER: (in order of preference)

Morson's (LMEG): ☐   Search Engines: ☐

Gregg Reference Manual: ☐   dictionary.com: ☐

MWW's Bad Grammar/Good Punctuation: ☐ Other: _____

Merriam-Webster Online: ☐

GLOBAL DEFINES:

I prefer you return D-defines with each job: **Yes** ☐ **No** ☐

I prefer you return D-defines periodically: **Yes** ☐ **No** ☐

I prefer you return J-defines with each job: **Yes** ☐ **No** ☐

I prefer you return J-defines periodically: **Yes** ☐ **No** ☐

QUESTIONS FOR ME WITHIN A TRANSCRIPT:

Use Hide Text in the case of Case CATalyst: **Yes** ☐ **No** ☐

Use Comments in the case of Eclipse: **Yes** ☐ **No** ☐

Other: _____

CLEANING UP ATTORNEYS:

1. Leave in "strike that"? **Yes** ☐ **No** ☐

2. New paragraph after "strike that"? **Yes** ☐ **No** ☐

3. Put in "uh" and "um"? **Yes** ☐ **No** ☐

4. Put in "Okay" or "All right" if used at the beginning of attorney's questions? **Yes** ☐ **No** ☐

5. Leave in repeated words? Do you -- do you remember what he said? **Yes** ☐ **No** ☐

6. Leave in false starts? How did you – when you went to the store, how many did you buy? **Yes** ☐ **No** ☐

CLEANING UP WITNESSES:

1. Leave in "uh" and "um"? **Yes** ☐   **No** ☐

2. Leave in repeated words? **Yes** ☐   **No** ☐

   I wanted to – I wanted to return it. **Yes** ☐   **No** ☐

   I – I wanted to – to return it. **Yes** ☐   **No** ☐

3. Leave in false starts? How did you – when you went to the store, how many did you buy? **Yes** ☐   **No** ☐

PUNCTUATION:

I want the following capitalized: **Line** ☐   **Page** ☐   **Paragraph** ☐   **Exhibit** ☐   **Defendant** ☐   **Plaintiff** ☐   **Photograph** ☐

I want a new paragraph started when:

A new idea or thought is started: **Yes** ☐   **No** ☐

Whenever a question follows a foundational sentence: **Yes** ☐   **No** ☐

For change of direction I prefer: **Dashes** ☐

I want [sic], (indicating), and/or (phonetic) used, as appropriate, in my transcripts: **Yes** ☐   **No** ☐

When "a" or "an" are used incorrectly, I want you to: **Fix it** ☐   **Flag it**. ☐

1. **;** is that correct? ☐
   , is that correct? ☐
   . Is that correct? ☐

2. **;** right? ☐
   , right? ☐
   . Right? ☐

3. **;** correct? ☐
   , correct? ☐
   . Correct? ☐

4. When was that; do you recall? ☐
   When was that, do you recall? ☐
   When was that? Do you recall? ☐

5. My question is, Why did you do that? ☐
   My question is: Why did you do that? ☐
   My question is why did you do that? ☐
   My question is, why did you do that? ☐

6. **The use of "So".**
   I have nothing of value to offer;
   so I'm not touching this one. ☐
   I have nothing of value to offer, so
   I'm not touching this one. ☐

7. For sentences that trail off, I prefer
   dashes (--). ☐

8. When a sentence is trailed off
   with "so," "but," "or," or "and,"
   which punctuation do you prefer
   before the word "so"?
   That was all he said, so ☐
   That was all he said. So ☐
   That was all he said; so ☐

9. The question within: And
   subsequently you had surgery, what,
   two days later?
   Yes ☐   **No** ☐

   We've looked at three cases out of
   what? Hundreds of thousands of this
   kind prior to May of 2000?
   Yes ☐   **No** ☐
   Other:

11. **Use of quotation marks:**

Direct quotes: He said, "I don't want to get into this with you." **Yes** ☐ **No** ☐

Interior thoughts: I thought, "I don't want to get into this with you." **Yes** ☐ **No** ☐

Imagined dialog: I should have said, "I don't want to get into this with you." **Yes** ☐ **No** ☐

This is a "yes" or "no" question. **Yes** ☐ **No** ☐

This is a yes-or-no question. **Yes** ☐ **No** ☐

This is a yes or no question. **Yes** ☐ **No** ☐

Was it a customer calling and saying, "I need service," or was it something else? **Yes** ☐ **No** ☐

Was it a customer calling and saying, I need service, or was it something else? **Yes** ☐ **No** ☐

Was it a customer calling and saying I need service or was it something else? **Yes** ☐ **No** ☐

Did you follow the same process when customers called you and said, "I'd like to buy a belt"? **Yes** ☐ **No** ☐

Did you follow the same process when customers called you and said: I'd like to buy a belt? **Yes** ☐ **No** ☐

Did you follow the same process when customers called you and said, I'd like to buy a belt? **Yes** ☐ **No** ☐

Did you follow the same process when customers called you and said I'd like to buy a belt? **Yes** ☐ **No** ☐

I see the word "relaxed" here. **Yes** ☐ **No** ☐

I see the word relaxed here. **Yes** ☐ **No** ☐

I see the word, relaxed, here. **Yes** ☐ **No** ☐

When you say "Clayton," are you referring to Mr. Smith? **Yes** ☐ **No** ☐

When you say Clayton, are you referring to Mr. Smith? **Yes** ☐ **No** ☐

The exhibit is entitled, "Clayton Manufacturing Company Employee Absences." **Yes** ☐ **No** ☐

The exhibit is entitled, Clayton Manufacturing Company Employee Absences. **Yes** ☐ **No** ☐

The exhibit is entitled Clayton Manufacturing Company Employee Absences. **Yes** ☐ **No** ☐

12. If the witness speaks after colloquy, do you prefer:
THE WITNESS: **Yes** ☐ **No** ☐
A. **Yes** ☐ **No** ☐
THE DEPONENT: **Yes** ☐ **No** ☐

13. I prefer the serial comma – **Yes** ☐ **No** ☐
Steak, chicken, and fish – **Yes** ☐ **No** ☐
Steak, chicken and fish – **Yes** ☐ **No** ☐

14. Do you like to do that too? ☐
Do you like to do that, too? ☐

15. Spoken punctuation:
He was a, quote/unquote, nice guy. **Yes** ☐ **No** ☐
He was a "nice guy." **Yes** ☐ **No** ☐
He was a, quote, "nice guy." **Yes** ☐ **No** ☐
He was a, quote, nice guy. **Yes** ☐ **No** ☐

16. Spoken punctuation:
His blood pressure was 80 over 120. **Yes** ☐ **No** ☐
His blood pressure was 80/120. **Yes** ☐ **No** ☐

17. Book titles, headings, newspapers, articles, etc.:
Underline: **Yes** ☐ **No** ☐
Italicize: **Yes** ☐ **No** ☐
Quote: **Yes** ☐ **No** ☐
No special punctuation: **Yes** ☐ **No** ☐

18. Uncommon foreign words or phrases:
Underline: **Yes** ☐ **No** ☐
Italicize: **Yes** ☐ **No** ☐
Quote: **Yes** ☐ **No** ☐
No special formatting: **Yes** ☐ **No** ☐

19. When "like" means "about" or "around":
    She traveled like five or six miles to get to the station for gas. **Yes** ☐ **No** ☐
    She traveled, like, five or six miles to get to the station for gas. **Yes** ☐ **No** ☐

20. I have been working on this for three years, and as a matter of fact,
    I don't see any end in sight. **Yes** ☐ **No** ☐
    I have been working on this for three years; and, as a matter of fact,
    I don't see any end in sight. **Yes** ☐ **No** ☐
    I have been working on this for three years, and, as a matter of fact,
    I don't see any end in sight. **Yes** ☐ **No** ☐

21. My son's report card reflected A's and B's. **Yes** ☐ **No** ☐
    My son's report card reflected As and Bs. **Yes** ☐ **No** ☐

22. I didn't want a hot dog, either. **Yes** ☐ **No** ☐
    I didn't want a hot dog either. **Yes** ☐ **No** ☐

23. Would you please state your name for the record.
    Yes ☐ **No** ☐
    Would you please state your name for the record?
    Yes ☐ **No** ☐

24. Objection. Lack of foundation. ☐
    Objection: Lack of foundation. ☐
    Objection, lack of foundation. ☐

25. What, if anything, did you say? ☐
    What if anything did you say? ☐
    Did he, in fact, threaten you? ☐
    Did he in fact threaten you? ☐

TIME:

1. When the witness says "eight o'clock," I prefer: eight o'clock ☐ 8:00 ☐ 8 o'clock ☑
2. When the witness says "eight a.m.," I prefer: 8:00 a.m. ☐ 8 a.m. ☐
3. If a witness says, I got home at six, I prefer: six ☐ 6:00 ☐ 6 ☐

MONEY:

1. If the witness says, sixty-three cents, I prefer: .63 ☐ $.63 ☐ 63 cents ☐
2. If the witness says, a hundred dollars, I prefer: a hundred dollars ☐ a 100 dollars ☐ $100 ☐
3. If the witness says, one to five thousand dollars, I prefer: 1- to 5,000 dollars ☐ 1- to $5,000 ☐ Other ☐
4. If the witness says, two million dollars, I prefer: $2 million ☐ 2 million dollars ☐ Other ☐
5. If the witness says "two million" and you know he is talking about money:

   2 million – **Yes** ☐ **No** ☐
   Two million – **Yes** ☐ **No** ☐
   $2 million – **Yes** ☐ **No** ☐
   Two million dollars – **Yes** ☐ **No** ☐
   2 million dollars – **Yes** ☐ **No** ☐
6. 1.2 – **Yes** ☐ **No** ☐
   One point two – **Yes** ☐ **No** ☐
   1 point 2 – **Yes** ☐ **No** ☐

SPELLING:

1. etc. ☐ et cetera ☐
2. T-O-M M-C-D-O-N-A-L-D ☐   T-O-M, M-C-D-O-N-A-L-D ☐
3. As spoken: M-c capital D-o-n-a-l-d ☐   M-c-D-o-n-a-l-d ☐
4. S as in Sierra, M as in Mike, I as in India, T as in tango, H as in hotel. **Yes** ☐   **No** ☐

   S, as in "Sierra"; -m, as in "Mike"; -I, as in "India"; -t, as in "tango"; -h, as in "hotel." **Yes** ☐   **No** ☐

   S as in Sierra; M as in Mike; I as in India; T as in tango; H as in hotel. **Yes** ☐   **No** ☐

   S, as in Sierra; M, as in Mike; I, as in India; T, as in tango; H, as in hotel. **Yes** ☐   **No** ☐

CAPITALIZATION:

1. Capitalize Page 1, Line 1, etc. - **Yes** ☐   **No** ☐   **Other:** ☐
2. Roman numerals ☐   roman numerals ☐

NUMBERS:

1. It was nine and a half miles away. ☐

   It was 9 1/2 miles away. ☐

2. Mixing words with numbers:

   He had 5 cats and 12 dogs. **Yes** ☐   **No** ☐

   He had five cats and 12 dogs. **Yes** ☐   **No** ☐

   He had five cats and twelve dogs. **Yes** ☐   **No** ☐

3. I bought ten skinny goats and four fat hens. **Yes** ☐   **No** ☐

   I bought 10 skinny goats and four fat hens. **Yes** ☐   **No** ☐

   I bought 10 skinny goats and 4 fat hens. **Yes** ☐   **No** ☐

4. That happened in the '70s. **Yes** ☐   **No** ☐

   That happened in the '70's. **Yes** ☐   **No** ☐

5. I saw a three- or four-year-old child. **Yes** ☐   **No** ☐

   I saw a three or four year old child. **Yes** ☐   **No** ☐

6. How fast were you going? 40 miles an hour? **Yes** ☐   **No** ☐

   How fast were you going? Forty miles an hour? **Yes** ☐   **No** ☐

7. When "fifteen hundred" is spoken: 1,500 ☐   1500 ☐

8. Use of the word "number" followed by a numeral:

   No. 1 ☐   Number 1 ☐   number 1 ☐   number one ☐   Number One ☐

9. Dates: 2/18/2015 ☐   2-18-2015 ☐   2/8/15 ☐   2-8-15 ☐

10. February 2015 is correct; no comma between month and year. ☐

11. Phone numbers: 555-555-5555. **Yes** ☐   **No** ☐

    (555) 555-5555. **Yes** ☐   **No** ☐

DATES:

1. 5/7/2010. **Yes** ☐   **No** ☐

   5-7-2010. **Yes** ☐   **No** ☐

   5/7/10. **Yes** ☐   **No** ☐

   5-7-10. **Yes** ☐   **No** ☐

2. February 28th, 2012. **Yes** ☐   **No** ☐

   February 28, 2012 (even if the "th" is pronounced). **Yes** ☐   **No** ☐

3. May, 2010. **Yes** ☐   **No** ☐

   May 2010 . **Yes** ☐   **No** ☐

4. May 1, 2010 letter. **Yes** ☐   **No** ☐

   May 1, 2010, letter. **Yes** ☐   **No** ☐

5. Your May 1995 letter. **Yes** ☐   **No** ☐

   Your May, 1995 letter. **Yes** ☐   **No** ☐

THERE ARE NO BLANK LINES IN MY TRANSCRIPTS AFTER THE TITLE PAGES AND BEFORE MY CERTIFICATE PAGE.

I have attached a completed sample transcript, my settings, my include files, and page layout for your convenience.

Read-backs are to be handled as follows:

- If the pending question is read back and is on the same page of the transcript as the parenthetical, the parenthetical is to read, "(Pending question read.)"
- If the pending question is read back and is not on the same page of the transcript as the parenthetical, it is to be noted as follows and the question in its entirety copied and pasted within the parenthetical: (The Reporter read the record as follows: "Why don't you tell us what you remember about the incident.")
- If the portion read back is lengthy, then note in the parenthetical the beginning and ending page and line numbers: (The Reporter read the record beginning at Page X, Line X through and including Page X, Line X.)

BY lines for examinations appear only under the following conditions:

- Beginning the examination
- Change in the examiner
- After a recess or break
- Extended colloquy
- BY lines do not appear after an objection or after an exhibit is introduced

Payment method will be:

- Upon receipt of invoice ☐
- Within 10 days of receipt of invoice ☐
- Every two weeks ☐
- Once a month ☐
- Payment by check ☐
- Other _____