

Reporter Preferences

Proofreading by Gail

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Please fill out this form. An easy way to do this is to open it in Adobe Reader, click on "Tools" in the top toolbar, and then click on "Fill & Sign." Choose the "You" option and click the button. You can now type in your information and click in the boxes to select your preferences.

When you've finished, save the PDF and e-mail it to me. In addition, please send a sample of a proofread, finalized transcript that you are completely happy with for my reference. It's also helpful to include a list of your preferences for parentheticals (read back, off the record, etc.). Thanks!

Contact Information

Full Name: _____

Work E-mail: _____

Phone Number: _____

Preferred Communication Method: E-mail Text Phone call

Reference Sources

Please choose your preferred reference manual(s):

- Morson's English Guide for Court Reporters, Second Edition (Lillian I. Morson)
- Court Reporting: Bad Grammar/Good Punctuation (Margie Wakeman Wells)
- The Gregg Reference Manual (William A. Sabin)
- The Chicago Manual of Style, 17th edition
- Other (specify): _____

Numbers

Spell out numbers one through: _____

Write numbers that begin sentences in: usually figures usually words

Use a hyphen before or after an incomplete number to show there is more to it:

- Yes (e.g., The house cost 560-. The address is 1245 or -49.)
 No

Hyphenate fractions when used as nouns:

- Yes (e.g., The vote required two-thirds of the committee.)
 No (e.g., We increased production by two thirds.)

Select your preferred formats for the following:

<p>Pages and Lines:</p> <p><input type="checkbox"/> Page 12, Line 18</p> <p><input type="checkbox"/> page 12, line 18</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>	<p>Volumes:</p> <p><input type="checkbox"/> Volume No. 4</p> <p><input type="checkbox"/> Volume Number 4</p> <p><input type="checkbox"/> volume no. 4</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>	<p>Exhibit Numbers:</p> <p><input type="checkbox"/> Exhibit No. 10</p> <p><input type="checkbox"/> Exhibit Number 10</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>
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Time (when "o'clock" is spoken):

- 8:00 o'clock 8 o'clock eight o'clock Other (specify) _____

When A.M. and P.M. are spoken, use: capital letters lowercase letters

Dates:

- 5/14/20 5-14-20

Years (when decade is missing):

- 2018 or 19 2018 or '19

Decades:

- 90s '90s Other (specify) _____

Currency (when “dollars” is spoken):

- \$3 million
- \$3 million dollars
- 3 million dollars
- three million dollars

When “dollars” isn’t mentioned on first number but is clearly understood:

- 20 or \$25
- \$20 or \$25
- 20 or 25 dollars

Capitalization

Capitalize “Counsel” when used in direct address (“Repeat that, Counsel.”): Yes No

Plaintiff and defendant:

- Capitalize “Plaintiff” and “Defendant” in all instances.
- Capitalize “Plaintiff” and “Defendant” only when talking about the case at hand.
- Do not capitalize “plaintiff” and “defendant” in any instance.

Spell out words in: all CAPITALS mixed lowercase and capitals as needed

Punctuation

Use the Oxford (series) comma:

- Yes (dog, cat, and rabbit) No (dog, cat and rabbit)

When question has multiple options:

- Did you first mention the problem a year ago? Six months? Three months? Two weeks?
- Did you first mention the problem a year ago? six months? three months? two weeks?

When “is that correct?” or “is that right?” is at the end of question:

- You are leaving tomorrow, is that correct?
- You are leaving tomorrow; is that right?
- You are leaving tomorrow. Is that correct?

When the single word “correct?” or “right?” is at the end of question:

- You are leaving tomorrow, correct?
- You are leaving tomorrow; right?
- You are leaving tomorrow. Correct?

Objections by attorney:

- Objection. Form. Irrelevant. Beyond the scope.
- Objection: form, irrelevant, beyond the scope.
- Objection. Form, irrelevant, beyond the scope.

After colloquy, when attorney resumes Q & A:

- BY MS. LAWYER: Q. Did you say that?
- BY MS. LAWYER: [Q & A resumes on next line]
- BY MS. LAWYER: Did you say that?
- (By Ms. Lawyer) Did you say that?

Other

Do you want [sic] to be written in the transcript when the speaker makes a clear misstatement, e.g., name or date? Yes No

Any special concerns, preferences, or priorities you would like me to know about: