**REPORTER:**

**EMAIL:**

**PHONE:**

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

**PREFERENCE SHEET**

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

**Reporter Preferences:**

1. Q. How verbatim do you prefer your transcripts? (i.e., false starts, uhms,

etc.)

A.

2. Q. Do you prefer your clarifications or requests put in as a parenthetical, colloquy, or left out unless it’s necessary?

A.

3. Q. How do you designate yourself in the transcript when it’s necessary? (i.e., THE COURT REPORTER, CERTIFIED STENOGRAPHER, etc.)

 A.

4. Q. When speaker trails off, rather than interrupted, do you prefer ellipses or hyphen?

 A.

5. Q. Head nodding/shaking?

 A.

6. Q. When a speaker is gesturing, do you use a parenthetical such as (indicating)? If so, what is your preference for the parenthetical?

 A.

7. New paragraph after “strike that” or “withdrawn”?

 YES or NO

**Numbers:**

1. 5 monkeys, 12 dolphins, and 21 fish

five monkeys, 12 dolphins, and 21 fish

five monkeys, twelve dolphins, and twenty-one fish

2. 5-20-00

5/20/00

3. When discussing a decade:

80s.

80’s.

4. Speaker says the ordinal:

March 6, 1999

March 6th, 1999

5. Speaker says “two million dollars”:

$2 million

two million dollars

6. 1.2

one point two

1 point 2

7. Speaker says “eight o’clock”:

8:00

8 o’clock

eight o’clock

8:00 o’clock

8. Witness says, “I got home at six.”:

I got home at 6:00.

I got home at 6.

I got home at six.

9. A. 40 miles an hour. (at beginning of a sentence)

A. Forty miles an hour.

10. page number one

page number 1

Page Number One

Page Number 1

Page No. One

Page No. 1

11. Exhibit No. 1

Exhibit No. One

Exhibit Number 1

Exhibit Number One

12. Page 5

 page 5

 Page five

 page five

13. Two inches

 2 inches

14. Three percent

 3 percent

15. 45,600 was the price

 Forty-five thousand six hundred was the price

16. 2 by 4

 two by four

 2x4

 2 x 4

17. Phone numbers

 (614)123-4567

 614-123-4567

**Capitalization:**

1. Attorney Jones, Board Member Smith, Nurse Brown

attorney Jones, board member Smith, nurse Brown

2. J-O-N-E-S

J-o-n-e-s

3. Cap court documents? (i.e., Answer to Interrogatories or Motion to XYZ)

 YES or NO

4. Cap Plaintiff/Defendant?

 YES or NO

5. Cap all words before a number? (i.e., Subsection A of Paragraph A, Photograph D)

YES or NO

6. When not referring to the government of the state/city/etc.:

 State of Ohio

 state of Ohio

**Punctuation:**

1. ; is that correct?

, is that correct?

. Is that correct?

2. ; right?

, right?

. Right?

3. When was that? Do you recall?

When was that, do you recall?

4. My question is: Why did you do that?

My question is, why did you do that?

My question is this: Why did you do that?

My question is this, why did you do that?

5. Speaker stops in the middle of a word:

 It was an arbi- -- it was a hearing.

 It was an arbi -- it was a hearing.

 It was an -- it was a hearing.

6. Your September 2, 2002 letter

Your September 2, 2002, letter

7. I had bacon, eggs, and potatoes for breakfast.

I had bacon, eggs and potatoes for breakfast.

8. What, if anything, did you say?

What if anything did you say?

9. Did he, in fact, threaten you?

Did he in fact threaten you?

10. It was about nine and a half miles away.

It was about nine-and-a-half miles away.

It was about 9-1/2 miles away.

11. Did they ask for your IDs?

Did they ask for your ID’s?

12. I saw a three- or four-year-old child.

I saw a three or four year old child.

I saw a three or four-year-old child

13. Objection. Vague. Speculation.

Objection. Vague, speculation.

Objection. Vague; speculation.

Objection; vague, speculation.

14. I don’t want a hot dog either.

I don’t want a hot dog, either.

15. Do you like that too?

Do you like that, too?

16. He was my favorite though.

 He was my favorite, though.

17. I’m sorry. Please repeat that.

I’m sorry, please repeat that.

18. Would you please state your name for the record.

Would you please state your name for the record?

19. Non-issue

 Nonissue

20. Comma after nonessential clauses, such as “As we sit here” or “In that manner” or “In other words”?

 Yes or NO

21. Use periods in abbreviations? (R.N., U.S., L.L.C.)

 YES or NO

22. Set off “like” with commas?

 YES or NO

23. Do you use a period in acronyms?

24. Yes. Yes.

 Yes, yes.

**Quotations:**

1. Was a customer calling and saying: I need service.

Was a customer calling and saying I need service?

Was a customer calling and saying, “I need service.”

2. I see the word “relaxed” here.

I see the word relaxed here.

3. When you say “Jeremy,” are you referring to…

When you say Jeremy, are you referring to…

4. The exhibit is entitled “Collective Bargaining Agreement.”

The exhibit is entitled Collective Bargaining Agreement.

5. Please indicate how you handle quotations, both when reading from a document (including if it is not verbatim) and when they are “quoting” what someone has said from memory.

**Formatting:**

1. Please indicate how you format continued QA after interruption, including byline.

2. Please indicate how you would like me to handle index entries in the transcript.

3. Please indicate how you would like me to bring your attention to something in the document. (i.e., \*\*, ^, using the Comments function, etc.)

4. Please feel free to add in any parentheticals I may need (i.e., exhibits, recess, audio issues, etc.)