

SARA J. BAXTER
Reporter Preference Sheet

NAME: _____

FIRM NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Use dashes between dates: YES/NO

Use slashes between dates: YES/NO

Use (INDICATING): YES/NO

Use direct quotation marks: YES/NO

Use indirect quotation marks: YES/NO

Make job dictionary: YES/NO

Clean up lawyers: YES/NO

Leave in "strike that": YES/NO

Paragraph after "strike that": YES/NO

Semicolon before "is that correct": YES/NO

Space before/after dashes: YES/NO

Change "yeah" to "yes" (attorney/plaintiff): YES/NO

Oxford Comma: YES/NO

Writing numbers – one-ten/11 and up: YES/NO

Unreportable Simultaneous Speech: YES/NO

Ellipses (please explain use): _____

Spell out words (please circle): IN CAPS – LOWERCASE – WITHOUT DASHES

Scan stops requested: Notes from reporter – Untranslates – Conflicts – Scan Stops – Hidden Text – Bench – Empty Field – Index Placeholders – Oops

Turnaround Time Expected: _____

Punctuation Preferences: _____

MARKING EXHIBITS: _____

COMMENTS: _____
