

COURT REPORTER CONTACT AND PREFERENCES SHEET

CONTACT INFO

Name: _____

Referred By (if applicable) _____

Service Type Requested: Standard (3-5 Days) _____ Expedited (2-3 Days) _____ Daily _____

Address: Office: _____

Home: _____

Phone: Work: _____ Home _____ Mobile _____ Fax _____

E-Mail: _____ Cat System: _____

Reporting Type: _____ Official _____ Freelance

PREFERENCES

1. Please select your preference below in an **answer to a question**:

_____ Yes, I was there.

_____ Yes. I was there.

2. Please select your preference below for **exhibit numbers**:

_____ Exhibit Number 3

_____ Exhibit No. 3

_____ Exhibit Number Three

3. Please select your preference below for **specific pages, lines, sections**:

_____ Page 2, Line 20 (*initial capped*)

_____ page 2, line 20 (*no caps*)

_____ Page two, line 20

_____ page two, line 20

4. Please select your preference below for **specific columns**:

_____ Column number 2;

_____ column number two,

_____ Column number two

5. Please select your preference for **comma series**:
- dog, cat and horse.
 dog, cat, and horse.
6. Please select your preference for **comma before “too,” “then,” or “also” at the end of a sentence**:
- Yes.
 No. I use a semicolon.
7. Please select your preference for **“correct” or “right” at the end of a question**:
- You are leaving tomorrow; correct?
 You are leaving tomorrow, correct?
 You are leaving tomorrow. Correct?
8. Please select your preference for **“is that correct” or “is that right” at the end of a question**:
- You like that girl; is that right?
 You like that girl. Is that right?
9. Please select your preference for **TIME when the speaker means o’clock, but does not say o’clock**:
- seven or eight
 7:00 or 8:00
 7:00 o’clock or 8:00 o’clock
 seven or eight o’clock
 7 o’clock or 8 o’clock
 7 a.m. (or 7 p.m.)
 seven a.m.
10. Please select your preference for **MONEY when dollar is not mentioned on the first number, but dollar is understood**:
- 10 or \$15
 \$10 or \$15
 10 or 15 dollars
11. Please select your preference to **INDICATE \$ or dollars**:
- fee of twenty one thousand dollars
 fee of 21,000 dollars
 fee of \$21,000

12. Please select your preference for **DATE if the person does not say ninety: 1995 or 6:**
- _____ 1995 or '6 if they only say six. If they say 96 then as below '96
- _____ 1995 or '96
13. Please Please select your preference on **how DATES should be written:**
- _____ 9-15-00
- _____ 9/15/00
- Month followed by year:***
- _____ January, 1999
- _____ January 1999
14. Please select your preference for **application of [sic] in written transcript when speaker is clearly misstating a name or date:**
- _____ Yes _____ No
15. Please select your preference for **use of ellipsis when speaker is trailing off ...**
- _____ Yes, use ellipsis _____ No, only dashes
16. Please select your preference for **objections in colloquy:**
- _____ Objection; form; vague; speculation.
- _____ Objection, form. Lacks foundation. Calls for speculation.
- _____ Objection. Form. Foundation. Calls for speculation.
17. Please select your preference for clean up of **attorney hesitations/false starts:**
- _____ Yes _____ No
18. Please select your preference for application of **polite request rule** (period rather than question mark). Example: Would you please state your name for the record.
- _____ Yes _____ No
19. Please select your preference for a **series of several short questions within one sentence:**
- _____ Are we talking about a year before you quit? Six months? Two weeks? 21 days?
- _____ Are we talking about a year before you quit, six months, two weeks, 21 days?

20. Please select your preference for **PARAGRAPHING for interruptions, changes of thought, strike that, or lengthy questions or answers:**

Yes No

21. Please select your preference for application of **FRACTIONS:**

2-1/2 months
 Two and a half months
 2 ½ months 2-1/2 years old
 Two and a half years old
 2 ½ years old

22. Please select your preference for **presentation of ages, distances, percentages, and measurements always shown as numbers.** Examples: She worked 6 and 12 hours; her three children were ages 3, 5, and 10 years old:

Yes No

23. Please select your preference for use of the **colon** in the following examples:

Let me put it this way: Yes No (I put comma)
Let me ask you this: Yes No (I put comma)

24. Please select your preference if they say **quote unquote:**

Q. Did they ask you for your quote-unquote handbook?
 Did they ask you for your quote, handbook, unquote?
 Did they ask you for your quote, "handbook," unquote?

25. Please select your preference for **quoted material:**

Was it a customer saying, "I need service," or was it something else?
 Was it a customer saying I need service or was it something else?

Did you follow the same process when customers called and said, "I'd like to buy a pair of shoes"?

Did you follow the same process when customers called and said: I'd like to buy a pair of shoes?

Did you follow the same process when customers called and said I'd like to buy a pair of shoes?

When you say "David," are you referring to Mr. Jones?
 When you say David, are you referring to Mr. Jones?

The exhibit is entitled, "Brigg's Manufacturing Employee Absences."
 The exhibit is entitled Brigg's Manufacturing Employee Absences

26. Please select your preference for use of **quotation marks or italics when placing emphasis on a phrase or word**. Example: and when you say “manager,” what class of manager?

_____ Yes _____ No

27. Please select your preference for **quotation marks for yes or no**. Example: Please say “yes” or “no” instead of shaking or nodding your head.

_____ Yes _____ No

28. Please select your preference for **spelling out numbers at the beginning of a sentence**.

_____ Yes (spell number) _____ No (use numeral)

29. Please select your preference for **spelling out numbers and use of numerals within a sentence**. Example: Q. Forty feet rather than a 10 foot span.

_____ Yes _____ No

30. Please select your preference for **stitch format**:

_____ S-M-I-T-H

_____ S-m-i-t-h

31. Please select your preference for use of **suspended hyphen**. Examples: She had a two- to three-hour wait before they boarded the plane; Mr. Jones said the amount due was 2- to \$300.

_____ Yes _____ No