**CONTACT INFO**

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Eclipse Ver.

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Reporting Type: [ ]  Freelance Agency Name (if applicable):

 [ ]  Official Court/Jurisdiction:

**PREFERENCES**

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

[ ]  Yes, I was there.

[ ]  Yes. I was there.

1. Please select your preference for **comma series:**

[ ]  dog, cat and horse.

[ ]  dog, cat, and horse.

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

[ ]  Exhibit Number 3

[ ]  Exhibit No. 3

[ ]  Exhibit Number Three

1. Please select your preference below for **identification of vehicle numbers when NOT appearing at the beginning of a sentence:**

[ ]  I was a passenger in vehicle number two

[ ]  I was a passenger in vehicle number 2

1. Please select your preference below for **paragraph numbers when NOT appearing at the beginning of a sentence:**

[ ]  It is in Paragraph 8 of the document.

[ ]  It is in paragraph 8 of the document.

[ ]  It is in Paragraph Eight of the document.

[ ]  It is in Paragraph eight of the document.

[ ]  It is in paragraph Eight of the document.

[ ]  It is in paragraph eight of the document.

1. Please select your preference below for **specific pages, lines, sections when NOT appearing at the beginning of a sentence:**

[ ]  You can find it on Page 2, line 20

[ ]  You can find it on Page two, line 20

[ ]  You can find it on page 2, line 20

[ ]  You can find it on page two, line 20

1. Please select your preference below for **specific columns when NOT appearing at the beginning of a sentence:**

[ ]  I saw it in Column number 2

[ ]  I saw it in column number 2

1. Please select your preference below for **“state of”:**

[ ]  I went to the State of California to enjoy the views.

[ ]  I went to the state of California to enjoy the views.

1. Please select your preference below for **capitalization of ‘y’ in “Your Honor”?**

[ ]  Yes

[ ]  No

1. Please select your preference for **comma before “too,” “then,” “please” or “also” at the end of a sentence:**

[ ]  Yes [ ]  No

1. Please select your preference for **“correct,” “all right,” “okay” or “right” at the end of a question:**

[ ]  You are leaving tomorrow; correct?

[ ]  You are leaving tomorrow, correct?

[ ]  You are leaving tomorrow. Correct?

[ ]  I will see you tomorrow; okay?

[ ]  I will see you tomorrow, okay?

[ ]  I will see you tomorrow. Okay?

1. 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?

1. Please select your preference for **final comma in a series:**

[ ]  Yes [ ]  No

1. Please select your preference for **number series appearing at beginning of a sentence:**

[ ]  Five cows, 17 horses and 31 goats.

[ ]  5 cows, 17 horses and 31 goats.

[ ]  Five cows, seventeen horses and thirty-one goats.

1. Please select your preference for **presentation of ages:**

[ ]  I have a six-year-old son.

[ ]  I have a six year old son.

[ ]  I have a 6-year-old son.

[ ]  I have a 6 year old son.

[ ]  I have a 26-year-old daughter.

[ ]  I have a 26 year old daughter.

[ ]  I have a twenty-six year old daughter.

[ ]  I have a twenty-six-year-old daughter.

1. Please select your preference for **new paragraph after “strike that”:**

[ ]  Yes [ ]  No

1. Please select your preference for **presentation of birthdates:**

[ ]  8/1/61

[ ]  8-1-61

1. 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.

1. Please select your preference for **MONEY** **when “dollars” is NOT spoken but is understood**:

[ ]  I’m hoping that 10 or $15 will be credited back to my account.

[ ]  I’m hoping that $10 or $15 will be credited back to my account.

[ ]  I’m hoping that 10 or 15 dollars will be credited to my account.

[ ]  I’m hoping that ten or $15 will be credited to my account.

1. Please select your preference for **MONEY when “dollars” was spoken**:

[ ]  There was a fee of twenty-five dollars.

[ ]  There was a fee of 25 dollars.

[ ]  There was a fee of $25.

1. Please select your preference for **MONEY when “dollars” was spoken at the beginning of a sentence:**

[ ]  $25,000 seems like a lot of money.

[ ]  Twenty-five thousand dollars seems like a lot of money.

1. Please select your preference for **DATES if the word “nineteen” and/or “ninety” is NOT spoken for one of the dates in a series**:

**If they only say “six”:**

[ ]  1995 or ‘6 [ ]  1995 or six

**If they say “ninety-six”:**

[ ]  1995 or ’96 [ ]  1995 or ninety-six

1. Please select your preference **how DATES should be written**:

***Month, day and year:***

[ ]  9-15-00 [ ]  9/15/00

***Month followed by year:***

[ ]  January, 1999 [ ]  January 1999

1. Please select your preference for **application of [sic] in written transcript when speaker is clearly misstating a name or date**:

[ ]  Yes [ ]  No

**Format:**

[ ]  (sic) [ ]  [sic]

1. Please select your preference for **use of ellipsis when speaker is trailing off …**

[ ]  Yes [ ]  No

1. Please select your preference for **objections in colloquy**:

[ ]  Objection; form; lacks foundation; calls for speculation.

[ ]  Objection, form. Lacks foundation. Calls for speculation.

[ ]  Objection. Form. Lacks foundation. Calls for speculation.

1. Please select your preference for cleanup of **attorney hesitations/false starts (non-video only)**:

[ ]  Yes [ ]  No

1. 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

1. 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?

[ ]  Are we talking about a year before you quit, six months, two weeks, twenty-one days?

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

[ ]  Yes [ ]  No

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

[ ]  He is 2-1/2 months

[ ]  He is two and a half months

[ ]  He is 2 ½ months

[ ]  He is 2-1/2 years old

[ ]  He is two and a half years old

[ ]  He is 2 ½ years old

1. 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

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

Let me put it this way: [ ]  Yes [ ]  No (use comma)

Let me ask you this: [ ]  Yes [ ]  No (use comma)

1. 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?

1. Please select your preferences 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?”

[ ]  When you say “David,” are your 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

1. 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

1. 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

1. Please select your preference for **combination of written and numerals for measurements within one sentence**. Example: It was forty feet or about a 10 foot span.

[ ]  Yes [ ]  No

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

[ ]  S-M-I-T-H

[ ]  S-m-i-t-h

1. 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

1. Please list below your preferred and most commonly used **parentheticals:**
2. Please select your preferences for each of the **following general examples**:

[ ]  My question is, why did you do that?

[ ]  My question is: Why did you do that?

[ ]  My question is; why did you do that?

[ ]  Your September 1, 1995 letter was given to the attorney.

[ ]  Your September 1, 1995, letter was given to the attorney.

Q. What is your date of birth?

A. “Six, one, oh-eight”

[ ]  6-1-08

[ ]  6/1/08

[ ]  What, if anything, did you say?

[ ]  What if anything did you say?

[ ]  Now, are they kept within the house?

[ ]  Now are they kept within the house?

[ ]  I got home at eight p.m.

[ ]  I got home at 8 p.m.

[ ]  I got home at 8:00 p.m.

[ ]  The tank was forty-two percent full.

[ ]  The tank was 42 percent full.

[ ]  The tank was 42% full.

[ ]  The doctor took the x-ray of my leg.

[ ]  The doctor took the X-ray of my leg.

 [ ]  Those are twenty-two inch pipes.

 [ ]  Those are twenty-two-inch pipes.

 [ ]  Those are 22 inch pipes.

 [ ]  Those are 22-inch pipes.

 [ ]  Those are 22”pipes.

 [ ]  He was five feet tall.

 [ ]  He was five-feet tall.

 [ ]  He was 5 feet tall.

 [ ]  He was 5’ tall.

 [ ]  It was about seven and a half miles away.

 [ ]  It was about seven-and-a-half miles away.

 [ ]  It was about 7.5 miles away.

 [ ]  It was about 7 ½ miles away.

[ ]  That happened in the ‘60s.

 [ ]  That happened in the 60’s.

 [ ]  That happened in the 60s.

 [ ]  That happened in the sixties.

 [ ]  I saw a twenty five- or twenty six year old man.

 [ ]  I saw a twenty-five- or twenty-six-year-old man.

 [ ]  I saw a twenty-five or twenty-six year old man.

 [ ]  I saw a twenty-five or twenty-six-year-old man.

 [ ]  I saw a 25- or 26 year old man.

 [ ]  I saw a 25 or 26 year old man.

 [ ]  I saw a 25 or 26 year old man.

 [ ]  I saw a 25 or 26-year-old man.

**Within a sentence:**

 [ ]  I was going 30 miles an hour.

 [ ]  I was going thirty miles an hour.

 **At the beginning of a sentence**:

 [ ]  30 miles an hour was the speed limit.

 [ ]  Thirty miles an hour was the speed limit.

1. Please select your preference for **speaker identification following colloquy:**

[ ]  Q. Please tell me what prompted you to say that?

MR. SMITH: Objection; form.

WITNESS: I don’t recall.

BY MR. SMITH:

Q. Please tell me the reason you believe you may have said that?

[ ]  Q. Please tell me what prompted you to say that?

 MR. SMITH: Objection; form.

 WITNESS: I don’t recall.

 Q. (BY MR. SMITH): Please tell me the reason you believe you may have said that?