**CONTACT INFO**

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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?