

## PREFERENCES QUESTIONNAIRE

Thank you for taking the time to complete this questionnaire! I know I am asking for a lot of information, but completion of this document will ensure that I edit to your preference! Upon completion, please return this form to me via email.

Reporter Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Agency (if any): \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

Reporter Type:

Freelance

Federal

State

Style Guide Preference:

*Morson's English Guide for Court Reporters* by Lillian Morson (LMEG)

*The Gregg Reference Manual*

*Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman  
Wells

Other

Byline Formatting: (After colloquy)

BY MS. ATTORNEY

Q.

Q: (By Mr. Attorney)

Other: \_\_\_\_\_

**Decades:**

70's

'80s

90s

**Dates:**

6/12/20

6-12-20

Other: \_\_\_\_\_

April 2021

April, 2021

July 4, 2010, agreement.

July 4, 2010 agreement.

Other: \_\_\_\_\_

**General Preferences:**

Clean up attorney (non-video only)

Clean up expert witness (non-video only)

Leave in "strike that"

New paragraph after "strike that"

(indicating) when witness points

A. for when witness responds after colloquy

THE WITNESS: for when witness responds after colloquy

Spaces before and after dashes

Caps after dashes

Ellipses

Add [sic] after speaker clearly misspeaks

**Direct Quotation Marks:**

Yes

No

**Capitalize Page 1, Line 1, Paragraph 1, Section 1, etc.:**

Yes

No

**Exhibit Numbers:**

Exhibit No. 1

Exhibit Number 1

Exhibit Number One

Other

**Commas:**

Cats, dogs, and horses

Cats, dogs and horses

**Right/Correct/Is that correct:**

You were there, correct?

You were there; correct?

You were there. Correct?

**Dollars: (When money is not mentioned on first number but is clearly understood)**

- 10 or \$15 dollars
- \$10 or \$15 dollars
- 10 or 15 dollars
- ten or 15 dollars
- Other: \_\_\_\_\_

**Numbers:**

- Write out in words 1 through 10
- Write 11 and up in numerals (unless at the beginning of a sentence.)
- Exceptions: Miles per hour, measurements, parts of title
- Maintain consistency in the sentence
- Other: \_\_\_\_\_

**Time of Day - if "o'clock" is said:**

- four o'clock
- 4 o'clock
- 4:00 o'clock
- 4:00

**Time of Day - if "p.m." is said:**

- 4 p.m.
- 4:00 p.m.

**Objections:**

\_\_\_ Objection, form.

\_\_\_ Objection; form.

\_\_\_ Objection. Form.

\_\_\_ Other: \_\_\_\_\_

**Please List Your Commonly Used Parentheticals:**

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*By completing and returning this Preference Questionnaire, you have read and agreed to the rates and terms of service as outlined on my website, PrecisionScoping.com, listed under the Rates & Policies tab.*

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Court Reporter Signature / Date

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Scopist Signature / Date