

Reporter's Name:

Phone Number:

Email Address:

- | | | |
|------------|-----------|--|
| Yes | No | Comma before final "too." (He went with us, too.) |
| Yes | No | Slashes in date (04/17/07) |
| Yes | No | Dashes in date (04-17-06) |
| Yes | No | Capitalize "Counsel" if a name can be replaced (Repeat that, Counsel/Lisa.) |
| Yes | No | Dashes between inch-and-a-half |
| Yes | No | Cap the following: North, South, East, West (Up North / up north) |
| Yes | No | Capitalize "Plaintiff" and "Defendant" when referring to participants in the case |
| Yes | No | Do you like [sic] to be written in the transcript when the speaker is clearly misstating a name or date, for instance? |

Numbers: Spell out the number one through

If witness says "eight o'clock": Eight o'clock 8:00 8 o'clock 8:00 o'clock

If witness says "two million dollars": \$2 million two million dollars 2 million dollars

Spell out words in: CAPS lower case | W-I-T-H dashes WITHOUT dashes

Select your preference for answering a question: Yes, I was there. Yes. I was there.

Select your preference for specific numbers: Exhibit Number 10 Exhibit No. 10

Select your preference for specific pages, lines, sections, volume number, etc.:

Page 10, Line 20 page 10, line 20 | Volume No. 5 volume number five Volume Number 5

Select your preference for the comma series that you prefer: dog, cat and horse dog, cat, and horse

Select your preference for dealing with money when \$ is not mentioned on the first number, but it is clearly understood:

10 or \$15 \$10 or \$15 10 or 15 dollars

Select your preference for when a person is trying to get dates out, but doesn't say the "ninety":

1995 or 6 1995 or '6 1995 or '96

Select your preference for when a question is asked:

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 month, two weeks, 21 days?

My preference:

Select your preference for when the attorney resumes his Q&A after colloquy:

BY MR. LAWYER:

Q. BY MR. LAWYER: Did you say that?

Q. Did you say that?

Q. (By Mr. Lawyer) Did you say that?

Select the date form you prefer: January, 1999 January 1999

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?

Select your preference for is that correct or is that right at the end of a question:

You are leaving tomorrow, is that correct? You are leaving tomorrow; is that correct?
You are leaving tomorrow. Is that correct?

Select your preference for referring to decades:

'90's 90's 90s '90s

Select your preference for objection in colloquy:

Objection, form. Objection; form. Objection. Form

Select your preference for the following:

Web site web site website

10 percent ten percent

100 percent 100%

Page 1 page one Page One

Um-hum Mm-hmm Uh-huh Other

5 inches five inches

1st grade first grade

'98/'99 '98, '99

Please note parenthetical preferences for read back, off the record, etc.

Please list any special concerns or preferences: