



Reporter's Preference Sheet

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Please answer the following questions so that I can scope your transcript as close to your personal preferences as possible.

Please send me a copy of a "perfect" transcript and your include files for parentheticals and blurbs.

NAME:		PHONE:		FAX:	
FIRM/COURT:			E-MAIL:		
ADDRESS:			Type of CR: Freelance / Federal / State		
			CAT System:		
HOME ADDRESS:			HOME PHONE:		
			HOW DO YOU PREFER TO HAVE YOUR FILE SAVED? Keep exactly as written / add "scoped" / other (<i>explain</i>)		
YES / NO	Require editing with audio	YES / NO	"(indicating)" if witness points or gestures		
YES / NO	Clean up lawyers — if yes, explain	YES / NO	Paragraph out questions		
		YES / NO	Use ellipses for trailing off		
YES / NO	Leave in "strike that"	Please give an example of your BY Line format:			
YES / NO	Keep "okay" and "all right" at the beginning of a sentence				
YES / NO	Change "yeah" to "yes"				
YES / NO	Periods with polite requests				

Please CIRCLE your preferences below. If you do not see your preference, please write it in.

TIME

- AM / PM
A.M. / P.M.
a.m. / p.m.
- When witness says "eight o'clock":
eight o'clock
8:00
8 o'clock
8:00 o'clock
- If witness says, "I got home at six."
I got home at six.
I got home at 6:00
I got home at 6

DOLLARS

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

DATES

- Your May 1, 1995 letter
Your May 1, 1995, letter
- Your May 1995 letter
Your May, 1995 letter
- 5-23-95
5/23/95

NUMBERS

- one-nine write / 10-up numerals
one-ten write / 11-up numerals
- 5 boys, 12 girls, and 21 adults
five boys, 12 girls, and 21 adults
five boys, twelve girls, and twenty-one adults
- For measurements:**
nine and a half inches
nine-and-a-half inches
9 1/2 inches (*use numerals for measurements*)
- For phone numbers:**
530-529-4567
(530) 529-4567

PUNCTUATION

12. My question is, why did you?
My question is, Why did you?
My question is: Why did you?
13. ; is that correct?
, is that correct?
. Is that correct?
14. ; correct?
, correct?
. Correct?
15. Objection; vague, speculation.
Objection. Vague, speculation.
Objection. Vague; speculation.
Objection. Vague. Speculation.
16. *Sentence starting with "So":*
So, you made a left turn.
So you made a left turn.
17. *Comma before final "too":*
Do you like to do that, too?
Do you like to do that too?
18. *Comma before "and" in a series?*
apples, oranges, and bananas
apples, oranges and bananas
19. *Indirect quotes (witness speaking for another or paraphrasing something)*
She asked me, "Are you sick?"
She asked me, Are you sick?
She asked me: Are you sick?
20. *Direct quotes (reading from a document)*
Your letter said: "I saw her leave."
Your letter said, "I saw her leave."

SPELLING

21. J-O-N-E-S
J-o-n-e-s
J O N E S

CAPITALIZATION

22. page number one
page Number One
Page Number One
page number 1
Page Number 1
Page No. One
page No. 1
Page No. 1
23. exhibit number one
exhibit number 1
Exhibit Number One
Exhibit Number 1
Exhibit No. One
Exhibit No. 1



Scopist Information:

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References Used:

- Morson's English Guide for Court Reporters
- Bad Grammar/Good Punctuation—
Margie Wakeman Wells
- The Gregg Reference Manual

Regular Turnaround:

5 business days unless notified otherwise.
Expedites available at an increased rate.

** Not available Friday nights and Saturday**

Billing:

Invoices sent ASAP after delivery of file.
Payment expected within 10 business days.