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| REPORTER’S PREFERENCE SHEET |
|  |
| NAME: |
| FIRM/COURT: |
| ADDRESS: |
| PHONE: |
| CAT SYSTEM: |
|  |
| EMAIL: |
|  |
| Please answer the following questions: |

|  |  |
| --- | --- |
| **Yes No** Require editing with full  audio | **Yes No** “Keep together” function on  Mr., Mrs., Ms., No., dates |
| **Yes No** Clean up lawyers | **Yes No** Center examinations |
| **Yes No** Leave in “strike that” | **Yes No** (indicating) when witness  points |
| **Yes No** Paragraph after “strike that” | **Choose**  Slashes | Dashes in dates |
| **Yes No** Semi before “is that  correct/right” | **Yes No** Direct quotation marks  (reading from docs) |
| **Yes No** Comma before “correct” | **Yes No** Indirect quotation marks  (recounting conversations) |
| **Yes No** Ellipses | **Yes No** Caps after dashes for  complete sentences |
| **Choose** When witness responds after  colloquy:   1. | THE WITNESS: | **Choose** **Spelling:** Upper case |  lower case | stitch |
| **Yes No** Periods with polite requests | **Numerals:** one-nine | 10 up  **Exceptions:** measurements, miles per hour, money, other: |
| **Dollar Amounts:**  1 to $2000 | one to two thousand dollars | 1- to $2000 | **Time of Day:** 3 | 3:00 | three o’clock | 3:00 o’clock | as written |

**NOTES:**