

Reporter's Preference Sheet

Name: _____ Phone number: _____

Address: _____

Email address: _____

Court or agency name: _____

Preferred reference book: _____

Preferred file transfer method: ___ ZIP file via email ___ Dropbox ___ Send This File

Check box to indicate "Yes." Add notes on page 2 to indicate additional preferences.

- Clean up lawyers, judges
- Leave in "strike that"
- New paragraph after "strike that"
- Comma before "correct?"
- Semicolon before "is that correct?"
- Oxford comma
- Ellipsis
- "Keep together" function on Mr., Ms., No.
- Slashes between dates
- Dashes between dates
- A. for when the witness responds after colloquy
- THE WITNESS: for when the witness responds after colloquy
- Add [sic] if the speaker clearly misspeaks
- (Indicating) when witness points
- Direct quotation marks (person reading from exhibit)
- Indirect quotation marks (person recalling a conversation)
- If no quotes, cap the first letter of the indirect quote
- Spell out numbers at the beginning of a sentence
- Use \$ if they are speaking of dollar amounts, even if they didn't say dollar

