



Reporter’s Preference Sheet

Your completion of this sheet helps me quickly adapt to your unique style.

In addition, should you wish, please send a sample transcript and parenthetical preferences for read back, off the record, etc.

Please return to me via email: lyndsey.swarm@gmail.com

Reporter’s Name:

Agency’s Name (optional):

Phone Number:

Email Address:

Please complete the following:

- 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 (Ex. Repeat that, Counsel/Lisa.)
- Yes No Dashes between inch-and-a-half
- Yes No Capitalize the following: North, South, East, West (Up North / up north)

For 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 (check all that apply): in CAPS _____ WITHOUT dashes _____
in lower case _____ W-I-T-H dashes _____

Choose the sample below that you prefer in an answer to a question:

_____ Yes, I was there. _____ Yes. I was there.

Choose the sample below that you prefer for specific numbers:

_____ Exhibit Number 10 _____ Exhibit No. 10

Choose the sample below that you prefer for specific pages and lines.

_____ Page 10, Line 20 _____ page 10, line 20

Choose the sample below that you prefer for sections, volume numbers:

_____ Volume No. 5 _____ volume number five _____ Volume Number 5

Choose the comma series that you prefer on the following:

_____ dog, cat and bee _____ dog, cat, and bee

Choose the sample below 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

Do you like [sic] to be written in the transcript when the speaker is clearly misstating something?

_____ yes _____ no

Choose your preference for the sample question below:

_____ 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 months, two weeks, 21 days?

_____ My preference: _____

After colloquy, the attorney resumes his Q&A, which do you prefer:

_____ BY MR. LAWYER: _____ Q. BY MR. LAWYER: Did you say that?
 Q. Did you say that? _____ Q. (By Mr. Lawyer) Did you say that?

Choose date form you prefer (comma or no comma):

_____ January, 1999 _____ January 1999

Choose your preference for correct at the end of a question:

_____ You are leaving tomorrow, correct?

_____ You are leaving tomorrow; correct?

_____ You are leaving tomorrow. Correct?

Choose your preference for is that correct 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?

Choose your preference for do you understand at the end of a question:

- _____ You must tell the truth, do you understand?
- _____ You must tell the truth; do you understand?
- _____ You must tell the truth. Do you understand?

Choose your preference below when referring to decades:

- _____ '90's _____ 90's _____ 90s _____ '90s

Choose your objection preference in colloquy:

- _____ Objection, form. _____ Objection; form. _____ Objection. Form.

Miscellaneous Preferences:

- _____ Web site or _____ web site or _____ website
- _____ 10 percent or _____ ten percent
- _____ Page 1 or _____ page one or _____ Page One
- _____ Docket Number 1 or _____ Docket No. 1
- _____ 5 inches or _____ five inches
- _____ 1st grade or _____ First grade or _____ 1st Grade
- _____ '98/'99 or _____ '98, '99

Please list any special concerns or preferences:

Thank you for completing the Reporter’s Preference Sheet! ☺