**Reporter’s Preference Sheet **

In order to help me best customize my editing and proofreading of your transcripts, please answer the following questions:

**Yes, this is long, but it’s necessary for us to have a great start working together!**

**\*Required information**

\*Reporter’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Name of agency-if applies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Check all that apply:***

**\*Reporter Type**

* Freelance
* Federal
* State

**\*Style Guide Preference**

* *Morson’s English Guide for Court Reporters* by Lillian Morson
* *The Gregg Reference Manual*
* *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Scoping Only***

* Clean up lawyers ( and witnesses: yes or no)
* Leave in “strike that”
* New paragraph after “strike that”
* Center examinations
* (indicating) when witness points
* A. for when witness responds after colloquy
* THE WITNESS: - for when witness responds after colloquy
* Spaces before and after dashes
* Caps after dashes
* Ellipses
* Add [sic] after speaker clearly misspeaks
* “Keep together” function on Mr., Mrs., Ms., No. etc.
* Spell out words with “stitching” S-M-I-T-H
* Spell out works with upper case S M I T H
* Spell out words with lower case s m i t h
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **By line format**

* BY MR. ATTORNEY: Q. Can you repeat that?
* BY MR. ATTORNEY: Can you repeat that?
* (By Mr. Attorney) Can you repeat that?
* BY MR. ATTORNEY

Q.

* Q. (By Mr. Attorney)
* Q. (BY MR. ATTORNEY)
* OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For *Scoping* AND *Proofreading***

 **Dates**

* 5/15/19
* 5-15-19
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* December 2019
* December 2019, \*comma after the year when sentence continues?
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Decades**

* 80’s
* ‘80s
* 80s

**Direct quotations marks**

* Yes
* No

**Indirect quotations marks** (person speaking for another person)

* Yes
* No
* If no quotation marks, cap the first letter of indirect quote
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Caps for Page 1, Line 1, Paragraph 1, Section 1, etc.**

* Yes
* No

**Exhibit number preference**

* Exhibit No. 5
* Exhibit Number 5
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Oxford Comma?**

* dogs, cats, and mice
* dogs, cats and mice

**In answer to questions—when the information after just *confirms* the “yes” or “no” but adds no additional details.**

* No, I can’t remember.
* No. I can’t remember.
* No; I can’t remember.

**Is that correct/right?**

* It was a green car, is that correct?
* It was a green car; is that correct?
* It was a green car. Is that correct?
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Correct* at end of question**

* It was a green car, correct?
* It was a green car; correct?
* It was a green car. Correct?

**Dollars** (when $ is not mentioned on first number, but is clearly understood)

* 10 or $15 dollars
* $10 or $15 dollars
* 10 or 15 dollars
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If witness says, “four million dollars”**

* $4 million dollars
* four million dollars
* 4 million dollars
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Numbers**

* Write out in words number 1 through 10
* 11 and up in numerals
* Exceptions: miles per hour, measurements, parts of title, **pages**
* Maintain consistency use in the sentence for clarity’s sake
* Spell out numbers at beginning of sentence
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of day - if witness says, “eight o’clock”**

* eight o’clock
* 8 o’clock
* 8:00 o’clock
* 8:00
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of day--if witness says, “eight p.m.”**

* 8 p.m.
* 8:00 p.m.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objections**

* Objection, form.
* Objection; form.
* Objection. Form
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraphing Style

* None—no paragraphing at all
* *Traditional:* change of POV, tense, time, speakers, etc.
* Other­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any additional preferences or concerns:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*By completing and returning this Preference Sheet, you have read and have agreed to the rates and terms of service as outlined on the True North Scoping & Proofreading website listed on the “Services” & “Rates & Turnaround” pages.*

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Court Reporter Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scopist/Proofreader Signature Date (I will return a fully signed copy to you)

*You can return this form* ***two*** *ways:* ***1)*** *scan and return via email or Dropbox**or,* ***2)*** *take a photo of the entire preference sheet with your cellphone and send it via email or Dropbox.*