

Reporter Preference Sheet



Full Name

Preferred Name/Nickname

Address

City State Zip

Work phone Home/cell phone

Preferred e-mail

Official If official, do you use FTR? Yes No Freelance

Where/how did you find me?

CAT System/Version

Clean up attorneys and judges Yes No

Leave in "Strike that" Yes No
Begin new paragraph after Yes No

Comma between month and year (October, 2007) Yes No

Comma after year (On November 1, 2007, did you...) Yes No

Date numeric format 11/01/07 11-01-07

Comma preceding last item in a list (parsley, sage, rosemary, and thyme) Yes No

Spell out words ALL CAPS
A-L-L C-A-P-S
Anytime
A-n-y-t-i-m-e

Semicolon or comma before "is that correct?", "do you recall?" Semicolon Comma

Semicolon or comma before "right?", "correct?" Semicolon Comma

Space before and after dashes Yes No

Cap after dashes if not interruption, but starts new thought Yes No

Use of ellipsis for trailing thoughts Yes No
If yes, spaces between or solid

Keep together Dr./Mr./Mrs./Ms. Yes No

Numbers 1-9 written out Yes No

Write out numbers at the beginning of a sentence Yes No

Dates written out at beginning of sentence?
(2009, Two thousand nine) Yes No

Reporter to provide .set and include files Yes No

Designation of book titles, case cites, foreign words, etc. Underline Italic None

Colloquy re-identification

BY MR. ATTORNEY:

Q: Blah, blah, blah

Q. (By Mr. Attorney) Blah, blah, blah

Other

“BY” line after every interruption Yes No

Example if no

Direct quote example

Indirect quote example

Money in millions One million dollars \$1 million

Add \$ to all money even if not mentioned, but understood Yes No

When the word slash is spoken

Assistant/receptionist

Assistant slash receptionist

Select preference:

Do you mean this week, last week, two weeks ago?

Do you mean this week? last week? two weeks ago?

I am going to ask you some questions. Okay?

I am going to ask you some questions, okay?

Okay, do you know...

Okay. Do you know...

Thank you, Your Honor.

Thank you, your Honor.

Thank you, your honor.

Witness states “I was at the office by eight”.

I was at the office by eight.

I was at the office by 8:00.

Witness states "I was home by six o'clock".

I was home by 6 o'clock.

I was home by 6:00 o'clock.

I was home by six o'clock.

Please provide examples of how parenthetical should be written if include files are not provided:

Off the record discussions

Recess

Exhibits marked/entered

Conclusion of proceedings

Please make additional notes or comments of specific preferences in punctuation

Are you a stickler for being able to cite a Morson or Gregg rule when punctuation is added?

Yes

No