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Reporter's Preference Sheet

Reporter's Name: _____ Time Zone: _____

Phone Number: _____ Email Address: _____

List any special concerns or preferences:

Preferred rule book/guidebook(s):

- Morson's English Guide for Court Reporters* by Lillian I. Morson
- Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells
- The Gregg Reference Manual* by William A. Sabin
- Other: _____

Preferred Dictionary:

- Merriam-Webster (note: online/app will be used unless specified)
- American Heritage Dictionary
- Oxford English Dictionary
- dictionary.com
- Other: _____

COMMAS

Series:

Before "too" (She was there, too.):

- dog, cat, and horse
- dog, cat and horse

- Yes
- No

CAPITALIZATION

“Counsel” when used as direct address (Repeat that, Counsel/Tom.):

- Yes
- No

Plaintiff/Defendant:

- When used as direct address
- When referring to the case at hand
- Never

Single-word quoted answers (I heard a loud “Boom.”)

- Yes
- No

DATES

Hyphens or slashes (example June 25, 2018):

- 06/25/18
- 06-25-18

Decades:

- ‘90s
- 90s

When the witness is estimating the year but doesn’t say the decade:

- 1995 or 6
- 1995 or ‘6
- 1995 or ‘06
- 1995 or ‘96

- ‘98/‘99
- ‘98, ‘99
- January 1999
- January, 1999

CURRENCY

When “two million dollars” is said:

- \$2 million
- 2 million dollars
- two million dollars

When \$ is not mentioned on the first number, but is clearly understood:

- 10 or \$15
- \$10 or \$15 dollars
- 10 or 15 dollars

NUMBERS

Write out the numbers one through _____.

Write out numbers at the beginning of a sentence:

Yes

No

Measurements always in digits, whether 1 mile or 50 miles:

Yes

No

Choose your preferences:

10 percent

ten percent

5 inches

five inches

1st grade

1st Grade

First grade

First Grade

Exhibit/Docket/Volume Numbers:

Exhibit Number 10

Exhibit No. 10

Exhibit Number One

Exhibit No. One

exhibit number one

exhibit number 1

Spoken as 3 kids, 15 men, and 16 women:

3 kids, 15 men, and 16 women

three kids, 15 men, and 16 women

three kids, fifteen men, and sixteen women

Page/line/section numbers, etc.:

Page 1

page 1

Page one

page one

Ages always in digits, whether 3 or 75:

Yes

No

Page 10, Line 20

page 10, line 20

Other: _____

TIMES

Witness states “I was at the office by eight o’clock”:

- 8:00 o’clock
- 8:00
- 8 o’clock
- eight o’clock

Format:

- A.M. and P.M.
- a.m. and p.m.
- AM and PM
- am and pm

Witness states “I was home by six”:

- 6:00
- six

Q&A and COLLOQUY

“Correct” and “right” at the end of a question:

- You are leaving tomorrow; correct?
- You are leaving tomorrow, correct?
- You are leaving tomorrow. Correct?

The words “yes” and “no”:

- Yes. I was there. No. She wasn’t.
- Yes, I was there. No, she wasn’t.

Introductory statements:

- My question is: Why did you do that?
- My question is, why did you do that?
- My question is why did you do that?

“Is that correct” and “is that right” 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?

Possessive apostrophes when the word ends in “s”:

- Mr. Williams’
- Mr. Williams’s
- Only use “s’s” when it is said

When attorney resumes Q&A:

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

The word “okay”:

- I am going to ask you some questions. Okay?
- 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. . .
- Okay, do you know. . .

“Do you understand”:

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

Multiple choice questions:

- Are we talking about a year before you quit? Six months? Two weeks? Twenty-one days?
- Are we talking about a year before you quit? six months? two weeks? twenty-one days?
- Are we talking about a year before you quit, six months, two weeks, twenty-one days?
- Other: _____

Objection preference:

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

When the word “slash” is spoken:

- Assistant/receptionist
- Assistant, slash, receptionist
- Assistant-slash-receptionist
- Assistant slash receptionist

MISCELLANEOUS

Choose your preference:

- Web site
- web site
- website

When a name is spelled out:

- W-I-L-L-I-A-M-S
- W-i-l-l-i-a-m-s