



Please find below my contact information and the details regarding the preferences I would like implemented. My chosen items have been clearly marked with checkmark.
Should any part of this require clarification, kindly reach out to me prior to our initial engagement.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Use ellipsis at the end of a sentence:

___ Yes
___ No

Use (indicating) when warranted:

___ Yes
___ No

Use \$ when money is discussed whether or not the word "dollar" is spoken

___ Yes
___ No

Punctuation with dates:

___ (slash) 3/5/99

___ (dash) 3-5-99

Spell out words:

___ S-M-I-T-H

___ S-m-i-t-h

Time:

___ 8 o'clock

___ 8:00

Phone number:

___ (xxx) xxx-xxxx

___ xxx-xxx-xxxx

___ xxx.xxx.xxxx

Objection punctuation:

___ Objection; form

___ Objection, form

___ Objection. Form.

If someone is saying what another person said (NOT DIRECT READING FROM A DOCUMENT) I would prefer:

___ The "COMMA/CAP" rule (He said, You can't go there.)

___ Use quotation marks around the implied quote.

(If speaker says the words "quote/unquote")

___ He was a, quote/unquote, nice guy.

___ He was a "nice guy."

MY CHOICES IN THESE SITUATIONS:

___ My question is, why did you do that?

___ My question is: Why did you do that?

___ Let me ask you this:

___ Let me ask you this,

___ Let me ask you this.

___ Describe how you fell. Did you fall forward, backwards, sideways, on your face, on your hands?

___ Describe how you fell. Did you fall forward? backwards? sideways? on your face? on your hands?

☐ 13 and a half
☐ 13 1/2

When they say something like: "It's between 12 and 14 thousand dollars," please do it this way:

☐ 12- and \$14,000
☐ 12 and 14 thousand dollars
☐ twelve and fourteen thousand dollars
☐ other: _____

Books, titles, headings, newspapers, movies - trend is to just initial cap unless quotations help to avoid confusion. Agree?

☐ Yes
☐ No, use quotation marks

I like:

☐ Page Number 1
☐ Page No. 1

Cap Page 1, Line 10, Paragraph 5, Section 2, Form 9, Document 14?

☐ Yes
☐ No
☐ Other: _____

If I speak on the record seeking repetition or clarification:

☐ Make sure what I say is in the record
☐ Only add a parenthetical (Reporter clarification.)
☐ Do nothing unless what follows would require putting in something for context

If I am speaking on the record, use:

☐ THE COURT REPORTER
☐ THE REPORTER

Readbacks:

☐ Insert a readback parenthetical (Ex: The testimony was read back.)
☐ Insert the full text repeated (Ex: The testimony was read back as follows:)

Speaker reidentification:

___ BY MR. JONES:
___ Q. So when did you...
___ (By Mr. Jones) So when did you...
___ BY MR. JONES) So when did you...

Witness response:

Re-identified after colloquy:
___ Every single time.
___ Only if colloquy goes on for more than a page
___ Other: _____

If the witness answers in colloquy:

___ As THE WITNESS no matter what
___ As an answer (A.) no matter what
___ Only as an answer if the witness is answering the question by
the questioning attorney

Videotaped files:

___ Absolutely verbatim - include all nonwords (uh-huh, hmm,
etc.) and repeated stutters
___ Leave out nonwords, stutters for ease of readability

Additional information: