

REPORTER PREFERENCE FORM

Contact Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Cellphone or Beeper \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

Equipment Information

CAT system \_\_\_\_\_  
Audiosync: Yes \_\_\_\_\_ No \_\_\_\_\_  
Tapes: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, size and speed \_\_\_\_\_  
Capability to transfer files via email: Yes \_\_\_\_\_ No \_\_\_\_\_  
Additional Notes \_\_\_\_\_

Transcript Preferences

Clean up attorneys: Yes \_\_\_\_\_ No \_\_\_\_\_  
Clean up judges: Yes \_\_\_\_\_ No \_\_\_\_\_  
Clean up false starts: Yes \_\_\_\_\_ No \_\_\_\_\_  
Use ellipses: Yes \_\_\_\_\_ No \_\_\_\_\_  
Leave in "strike that": Yes \_\_\_\_\_ No \_\_\_\_\_  
Caps after dashes: Yes \_\_\_\_\_ No \_\_\_\_\_  
Punctuation before "is that correct" or "is that right": Comma \_\_\_\_\_ Semicolon \_\_\_\_\_  
Punctuation before "correct" or "right": Comma \_\_\_\_\_ Semicolon \_\_\_\_\_  
Punctuation after "so"  
    \_\_\_\_\_ So what did you do?  
    \_\_\_\_\_ So, what did you do?  
Spelled-out words preference  
    \_\_\_\_\_ Dashes all caps (C-A-T)  
    \_\_\_\_\_ No dashes all caps (CAT)  
    \_\_\_\_\_ Dashes lowercase (c-a-t)  
    \_\_\_\_\_ First letter caps with dashes (C-a-t)  
Punctuation preference for numerical dates  
    \_\_\_\_\_ 3-1-05  
    \_\_\_\_\_ 3/1/05  
Punctuation preference for month and year  
    \_\_\_\_\_ March 2005  
    \_\_\_\_\_ March, 2005  
Time of day preference  
    \_\_\_\_\_ nine o'clock

\_\_\_\_\_ 9:00 o'clock

\_\_\_\_\_ 9 o'clock

When writing numbers

\_\_\_\_\_ spell out all numbers (nine)

\_\_\_\_\_ write all numbers as numerals (9)

\_\_\_\_\_ spell out only ten and under

\_\_\_\_\_ spell out only twelve and under

Comma series preference

\_\_\_\_\_ apples, oranges and pears

\_\_\_\_\_ apples, oranges, and pears

Specific numbered item preference

\_\_\_\_\_ No. 10

\_\_\_\_\_ Number 10

\_\_\_\_\_ Number Ten

Byline preference after interruption

\_\_\_\_\_ BY MR. SMITH: (begin new line) Q: What happened next?

\_\_\_\_\_ Q: (By Mr. Smith) What happened next?

Insert flag marks

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please specify

\_\_\_\_\_ @

\_\_\_\_\_ \*

\_\_\_\_\_ ^

\_\_\_\_\_ Other

Additional Notes or Special Instructions \_\_\_\_\_

\_\_\_\_\_

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