**Court Reporter’s Preference Worksheet**

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Cell Phone: Click or tap here to enter text. |
| Firm Name: Click or tap here to enter text. | Do you have Dropbox? Yes[ ]  No[ ]  |
| Email: Click or tap here to enter text. | Do you use e-Transfers? Yes[ ]  No[ ]  |
| Home Address: Click or tap here to enter text.Home Phone: Click or tap here to enter text. | Which do you prefer for quick questions?Texting [ ] Phone call: Home[ ]  Cell [ ] Email [ ]  |

Clean up Attorneys:

1. Put in “okay” or “all right” if used at the beginning of attorney’s questions?

Yes [ ]  No [ ]  Sometimes [ ]

Additional information: Click or tap here to enter text.

1. Add repeated works?

Do you -- do you remember what he said? Yes [ ]  No [ ]

I -- I want to tell you that… Yes [ ]  No [ ]

Additional information: Click or tap here to enter text.

1. Add false starts?

How did you -- when you went to the store, how many did you buy?

Yes [ ]  No [ ]

Additional information: Click or tap here to enter text.

1. Correct “tense” of attorneys/judge (was/were, etc)?

Yes [ ]  No [ ]

Additional information: Click or tap here to enter text.

 b. Clean up attorneys? (example: “Yes” instead of “yeah”)

Yes [ ]  No [ ]
Additional information: Click or tap here to enter text.

Clean up witness:

1. Add repeated words?

I wanted to -- I wanted to return it.

Yes [ ]  No [ ]

Additional information: Click or tap here to enter text.

Canadian Spelling:

“or” or “our” endings:

1. color [ ]

colour [ ]

Exceptions: Click or tap here to enter text.

“re” or “er” endings:

center [ ]

centre [ ]

Exceptions: Click or tap here to enter text.

calibre [ ]

caliber [ ]

Exceptions: Click or tap here to enter text.

“ize” or “ise” endings:

capitalize [ ]

capitalise [ ]

Exceptions: Click or tap here to enter text.

“ll” or “l” with suffixes:

traveling [ ]

travelling [ ]

Exceptions: Click or tap here to enter text.

labelled [ ]

labeled [ ]

exceptions: Click or tap here to enter text.

gaol [ ]  court only [ ]

jail [ ]

moneys [ ]

monies [ ]

check [ ]

cheque [ ]

Punctuation:

1. ; is that correct? [ ]

, is that correct? [ ]

. Is that correct? [ ]

1. ; correct? [ ]

, correct? [ ]

. Correct? [ ]

1. When was that; do you recall? [ ]

When was that, do you recall? [ ]

When was that? Do you recall? [ ]

1. My question is, Why did you do that? [ ]

My question is: Why did you do that? [ ]

My question is why did you do that? [ ]

1. Why did you do that? Is the question. [ ]

Why did you do that, is the question. [ ]

Why did you do that is the question. [ ]

 b. Why did you do that, is the question? [ ]

Why did you do that is the question? [ ]

1. Dash or comma:

Has the rating system of red, green, and yellow -- has that changed over time? [ ]

Has the rating system of red, green, and yellow, has that changed over time? [ ]
Has -- the rating system of red, green, and yellow, has that changed over time? [ ]

1. “So”

I have nothing of value to offer so I’m not touching this one. [ ]

I have nothing of value to offer, so I’m not touching this one. [ ]

I have nothing of value to offer; so I’m not touching this one. [ ]

1. When a sentence is trailed off with “so,” “but,” “or,” or “and” which punctuation do you prefer **before** the word “so”?

That was all she said, so [ ]

That was all she said. So [ ]

That was all she said; so [ ]

That was all she said so [ ]

Which punctuation do you prefer **after** the word “so”?

Ellipsis (so…) [ ]

Dash (so --) [ ]

Period (so.) [ ]

1. The question within:

And subsequently you had surgery, what, two days later? Yes [ ]  No [ ]

Other Click or tap here to enter text.

We’ve looked at three case out of what? hundreds of thousands of this kind prior to May of 2015? Yes [ ]  No [ ]

Other Click or tap here to enter text.

1. More questions within:

John is -- I said Sam before, didn’t I? -- The kind of friend everyone wants to have.

Yes [ ]  No [ ]
Uncap “the” (John is -- I said before, didn’t I? -- the kind of friend everyone wants to have.)
Yes [ ]  No [ ]

If no, how would you punctuate it? Click or tap here to enter text.

1. Use of quotation marks:

Direct quotes:

He said, “Let’s not get into this.” [ ]

He said, Let’s not get into this. [ ]

He said let’s not get into this. [ ]

Interior thoughts:

I thought let’s not get into this. [ ]

I thought, Let’s not get into this. [ ]

I thought, “Let’s not get into this.” [ ]

Imagined dialog:

I should have said let’s not get into this. [ ]

I should have said, Let’s not get into this. [ ]

I should have said, “Let’s not get into this.” [ ]

If James had said we don’t want your business, what would you have done? [ ]

If James had said, We don’t want your business, what would you have done? [ ]

If James had said, “We don’t want your business,” what would you have done? [ ]

1. Use of the Oxford comma:

Orange juice, bacon, and eggs [ ]

Orange juice, bacon and eggs [ ]

1. Would you like to do that too? [ ]

Would you like to do that, too? [ ]

1. I too would like to do that. [ ]

I, too, would like to do that. [ ]

1. Use of ellipsis for trailing off? Yes [ ]  No [ ]

If yes, do you prefer:

Well, I know but… (no spaces) [ ]

Well, I know but . . . (spaces) [ ]

1. Which do you prefer?

She wasn’t a friend, but, yes, I knew her well. [ ]

She wasn’t a friend, but yes, I knew her well. [ ]

She wasn’t a friend; but, yes, I knew her well. [ ]

She wasn’t a friend; but yes, I knew her well. [ ]

b. She wasn’t a friend, but yeah. [ ]

 She wasn’t a friend, but, yeah. [ ]

1. Objection. Lack of foundation. [ ]

Objection: Lack of foundation. [ ]

Objection, lack of foundation. [ ]

1. What do you mean when you say “confused”? [ ]

What do you mean when you say confused? [ ]

What do you mean when you say *confused*? [ ]

1. I see the word “confused” here. [ ]

I see the word confused here. [ ]

I see the word *confused* here. [ ]

1. The document is entitled “The Reporter Worksheet.” [ ]

The document is entitled The Reporter Worksheet. [ ]

The document is entitled *The Reporter Worksheet*. [ ]

b. Do you add a comma before the title? (The document is entitled, “The Reporter Worksheet.”

 Yes [ ]  no [ ]

1. Spoken punctuation:

As spoken: He was a, quote/unquote, nice guy. [ ]

Or: He was a “nice guy.” [ ]

Or: He was a, quote/unquote, “nice guy.” [ ]

As spoken: He was a, quote, nice guy. [ ]

Or: He was a “nice guy.” [ ]

Or: He was a, quote, “nice guy.” [ ]

As spoken: His blood pressure was 120 over 90. [ ]

Or: His blood pressure was 120/90. [ ]

As spoken: It is an and, slash, or. [ ]

Or: It is an and/or. [ ]

As spoken: It is M-A-C capital D-O-N-A-L-D [ ]

Or: It is M-A-C-D-O-N-A-L-D [ ]

Other: Click or tap here to enter text.

1. Book titles: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

Headings: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

Newspaper: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

Articles: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

Movies: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

TV Shows: caps & quotes [ ]  quotes [ ]  caps [ ]  underline [ ]  italicize [ ]  none [ ]  1other [ ]

Other/Examples Click or tap here to enter text.

1. Uncommon foreign words or phrases:

Underline [ ]

Italicize [ ]

Quote [ ]

No special formatting [ ]

Other/Examples Click or tap here to enter text.

1. When “like” means about or around:

He travelled like four or five hours to get there. [ ]

He travelled, like, four or five hours to get there. [ ]

1. I have been working on this for three weeks, and as a matter of fact, I don’t see any end in sight. [ ]

I have been working on this for three weeks; and as a matter of fact, I don’t see any end in sight. [ ]

I have been working on this for three weeks, and, as a matter of fact, I don’t see any end in sight. [ ]

1. Polite requests:

May I have a copy by tomorrow . [ ]  ? [ ]

Could you put Exhibit 3 on the screen . [ ]  ? [ ]

Can I have a copy by tomorrow . [ ]  ? [ ]

Would you state your name . [ ]  ? [ ]

1. Hyphenation. Do you want comparison words hyphenated?
Example: High-paced work environment/ high paced work environment

Yes [ ]  No [ ]
Exemptions: Click or tap here to enter text. (for example: third party cheque, best efforts basis)

1. mid-October [ ]

midOctober [ ]

mid October [ ]

sub-discipline [ ]

subdiscipline [ ]

sub discipline [ ]

 **Time:**

1. When a witness says “eight o’clock”?

Eight o’clock [ ]

8:00 [ ]

8 o’clock [ ]

8:00 o’clock [ ]

1. When a witness says “eight a.m.”

eight a.m. [ ]

8:00 a.m. [ ]

1. a.m. [ ]
2. Do you use capitals for AM and PM? Yes [ ]  No [ ]
3. If a witness says, “I got home at six.”

six [ ]

6:00 [ ]

6 [ ]

 **Money:**

1. If a witness says “sixty-three cents”:

.63 [ ]

$.63 [ ]

63 cents [ ]

1. If the witness says “a hundred dollars”:

a hundred dollars [ ]

a 100 dollars [ ]

$100 [ ]

1. If a witness says “one to five thousand dollars”:

one to five thousand dollars [ ]

1. to 5,000 dollars [ ]
2. to $5,000 [ ]

1 to $5,000 [ ]

Other: Click or tap here to enter text.

1. If the witness says “two million dollars”:

$2 million [ ]

2 million dollars [ ]

Other: Click or tap here to enter text.

1. When a witness says “two million” and you know he is talking about money:

2 million [ ]

Two million [ ]

$2 million [ ]

Two million dollars [ ]

2 million dollars [ ]

1. When a witness says, “I paid twenty-four thirty.”

24 30 [ ]

24, 30 [ ]

2,430 [ ]

Twenty-four thirty [ ]

Other: Click or tap here to enter text.

Spelling/Stitching:

1. etc. [ ]

et cetera [ ]

1. T-O-M M-C-D-O-N-A-L-D [ ]

T-o-m M-c-D-o-n-a-l-d [ ]

1. When “hyphen” or “dash” is said: (How do you spell your name? J-A-Y dash Z.)
Do you put the word or leave the symbol?
word [ ]  symbol [ ]  other [ ]
2. When “capital” is said: (how do you spell you name? M-C capital K-A-Y.)

Word [ ]  nothing [ ]  other [ ]

1. S as in Sierra, M as in Mike, I as in India, T as in tango, H as in hotel [ ]

S as in “Sierra,” M as in “Mike,” I as in “India,” T as in “tango,” H as in “hotel” [ ]

S as in Sierra, -m as in “Mike,” -i as in “India,” -t as in “tango,” -h as in “hotel” [ ]

Other:

1. Capitalization:

Roman numerals [ ]

roman numerals [ ]

Social Insurance number [ ]

social insurance number [ ]

your Honour [ ]

Your Honour [ ]

I have a Bachelor of Arts in music. [ ]

I have a bachelor of arts in music. [ ]

I have a bachelor’s in music. [ ]
I have a bachelors in music. [ ]
I have a Bachelor’s in music. [ ]
I have a Bachelors in music. [ ]

She earned a master’s in business [ ]

She earned a Master’s in business. [ ]

1. Case cite speaking “versus” in text:

versus [ ]

v. [ ]

V. [ ]

vs. [ ]

1. How would you handle this scenario?

This is what is spoken: It’s not “to-may-to”; it’s “to-mah-to.”

As above [ ]

It’s not “tomato”; it’s “tomato” (phonetic) [ ]

Other: Click or tap here to enter text.

Numbers:

1. Spell out one through ten: Yes [ ]  No [ ]

Any exceptions (age, date, money, percent, fractions, measurements): Click or tap here to enter text.

1. On a scale from 1 to 10 [ ]

On a scale from one to ten [ ]

1. It was five feet long [ ]

It was 5 feet long [ ]

He was six years old [ ]

He was 6 years old [ ]

It was about 4 by 4 inches [ ]

It was about four by four inches [ ]

She was five five [ ]

She was five, five [ ]

She was 5, 5 [ ]

She was 5’ 5” [ ]

Other: Click or tap here to enter text.

1. Numerical form or word form at the beginning of a sentence?

Number [ ]

Word [ ]

Exceptions (e.g. over 100) Click or tap here to enter text.

1. Mixing words with number:

He ate 5 hamburgers and 12 hot dogs. [ ]

He ate five hamburgers and 12 hot dogs. [ ]

He ate five hamburgers and twelve hot dogs. [ ]

1. When “twelve hundred” is spoken:

1,200 [ ]

1200 [ ]

1. Mixed numbers and fractions:

It was three and a half hours away [ ]

It was 3 1/2 hours away [ ]

It was 3 and a half hours away [ ]

It was nine and one half miles away [ ]

It was 9 1/2 miles away [ ]

1. Capitalization with numbers:

Would you capitalize the following if followed by a number?

page Yes [ ]  No [ ]

line Yes [ ]  No [ ]

heading Yes [ ]  No [ ]

verse Yes [ ]  No [ ]

paragraph Yes [ ]  No [ ]

tab Yes [ ]  No [ ]

heading Yes [ ]  No [ ]

section Yes [ ]  No [ ]

diagram Yes [ ]  No [ ]

appendix Yes [ ]  No [ ]

exhibit Yes [ ]  No [ ]

undertaking Yes [ ]  No [ ]

article Yes [ ]  No [ ]

act Yes [ ]  No [ ]

document Yes [ ]  No [ ]

Specific preferences: Click or tap here to enter text.

1. Use of the word “number” followed by the numeral:

Undertaking No. 3 [ ]

Undertaking Number 3 [ ]

Exhibit No. 1 [ ]

Exhibit Number 1 [ ]

1. Phone numbers:

780-555-5555 [ ]

(780) 555-5555 [ ]

1. Addresses:

17358-84 Street [ ]

17358 – 84 Street [ ]

17359 84 Street [ ]

Dates:

1. May, 2015 [ ]

May 2015 [ ]

29 May 2015 [ ]
29 May, 2015 [ ]

29th of May, 2015, [ ]

29th of May 2015 [ ]
29th of May 2015, [ ]

1. If “st,” “th,” “rd” is pronounced:

May 3rd, 2015 [ ]

May 3, 3015 [ ]

If “st,” ‘th,” “rd” is not pronounced:

May 17th, 2015 [ ]

May 17, 2015 [ ]

1. 5/7/2010 [ ]

5-7-2010 [ ]

1. If ten, sixteen, sixteen is said.

10/16/16 [ ]

10, 16, 16 [ ]

Other: Click or tap here to enter text.

Format:

1. After any interruption from the flow of a questioning (colloquy, break, off the record, undertaking/exhibit):

Q MR. JONES: [ ]

Q [ ]

If Mr. Jones was the last to speak in colloquy:
Q MR. JONES: [ ]
Q [ ]

1. If putting you in colloquy, which do you prefer:

THE REPORTER: [ ]
COURT REPORTER: [ ]

THE COURT REPORTER: [ ]

1. Please describe how you want reporter interruptions to be handled: Click or tap here to enter text.
2. Please describe how you would like “read-backs” to be handled: Click or tap here to enter text.
3. Do you use [sic] when the speaker clearly mistakes a name or date?

Yes [ ]

No [ ]

1. If yes, preference:

[sic] [ ]

(sic) [ ]

1. (phonetic) [ ]

(ph) [ ]

 Other: Click or tap here to enter text.

1. Please describe how you would like in audible or indiscernible portions to be handled:

(e.g. (indiscernible), dashes) Click or tap here to enter text.

1. Sticky spaces: Where would you like these used?

In dates: [ ]

between month and day? [ ]

between month, day and year? [ ]

none [ ]

Persons: [ ]

First name and initial? [ ]

Between first and last? [ ]

Mr., Ms. Dr.? [ ]

Company names: (describe) [ ]  Click or tap here to enter text.

Anything else? Click or tap here to enter text.

1. Slang:
2. said ‘cause:

because [ ]

‘cause [ ]

cause [ ]

1. said ‘til:

until [ ]

till [ ]

‘til [ ]

1. gotcha:

got you [ ]

gotcha [ ]

other Click or tap here to enter text.

1. Non-verbals: (please write your preferences)

m-hm Click or tap here to enter text.

uh-huh Click or tap here to enter text.

huh-uh Click or tap here to enter text.

1. email [ ]

e-mail [ ]

E-mail [ ]

1. x-ray [ ]

X-ray [ ]

xray [ ]

1. nine and a half [ ]

nine-and-a-half [ ]

nine and-a-half [ ]

1. As and Bs [ ]

A’s and B’s [ ]

other Click or tap here to enter text.

1. witness’s [ ]

witness’ [ ]

1. Please explain what you do with “strike that.”

Remove everything the lawyer said before saying “strike that” [ ]

Leave everything in including the “strike that” [ ]

Other: Click or tap here to enter text.

1. Is there ever a time when you use “THE WITNESS” instead of “A”?

Yes [ ]

No [ ]

If yes, please explain: Click or tap here to enter text.

1. Do you use italics when an act or a case is referenced?

Yes [ ]

No [ ]

Other Click or tap here to enter text.

1. Any other information you would like us to know? Click or tap here to enter text.