**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 words?

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.

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.”

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.”

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?

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

Use of the word “like”:

He was like next time I’ll punch you in the face.

He was like “Next time I’ll punch you in the face.”

He was like, Next time I’ll punch you in the face.

Commas around “like” yes  no

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. Do you ever use ellipsis in the middle of a sentence? Yes  No   
   If yes, how do you format it?

I don’t know if I…well, I used it yesterday.  
I don’t know if I…Well, I used it yesterday.  
I don’t know if I … well, I used it yesterday.  
I don’t know if I … Well, I used it yesterday.

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.

1. When the lawyer says “twenty-six thousand four hundred and thirty and 16 cents.”  
   Twenty-six thousand four hundred and thirty and 16 cents   
   26,430 and 16 cents   
   26,430.16   
   $26,430.16

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. Use a comma between stitched words? Yes  No   
   T-O-M, M-C-D-O-N-A-L-D
2. 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
3. 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 a 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

photo(graph) Yes  No

appendix Yes  No

exhibit Yes  No

undertaking Yes  No

article Yes  No

act Yes  No

document Yes  No

number 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 (no spaces in between hyphen)

17358 – 84 Street (spaces between hyphen)

17359 84 Street

Dates:

1. May, 2015

May 2015   
  
29 May 2015   
29 May, 2015   
  
29 May of 2015,   
29 May of 2015 (no comma after year)   
  
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

ten, sixteen, sixteen

ten sixteen sixteen (no commas)   
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. When would you use (as read)? Click or tap here to enter text.

a. What is your formatting for an (as read)? (For example: a colon after the last work, followed by “(as read)”, and then indented paragraph F4, e, 1) Click or tap here to enter text.

Do you capitalize the “A” in as read? Yes  No

1. Do you use [sic] (or a form of) when the speaker clearly mistakes a name, a word, or a date?

Yes

No

1. If yes, sic or verbatim?  
   sic   
   verbatim
2. Bracket preference:

[sic]

(sic)

1. (phonetic)

(ph)

Other: Click or tap here to enter text.

1. Please describe how you would like inaudible 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

other Click or tap here to enter text.

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.