**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.