

Name:

E-mail:

Best number to reach you:

Date:

1. How would you like the file returned? Backup zip, .sgngl or some other way?

Answer: _____

2. Reporter colloquy designation
 - a. THE COURT REPORTER
 - b. COURT REPORTER
 - c. MADAM COURT REPORTER
 - d. THE STENOGRAPHER
 - e. STENOGRAPHER

Answer: _____

3. Which grammar book do you follow?
 - a. Morson's English Guide for Court Reporters
 - b. Margie's Bad Grammar/Good Punctuation
 - c. The Gregg Reference Manual
 - d. Other _____
 - e.

Answer: _____

4. Byline after colloquy
- a. Q. (By Mr. Smith) Okay.
 - b. BY MR. SMITH:
Q. Okay.

Answer: _____

5. What do you prefer for flagging an area for your attention:
- a. Scan stop
 - b. Hidden text
 - c. Other _____

Answer: _____

6. Do you like your transcripts to be...
- a. Extremely verbatim. I always want every little syllable.
 - b. Verbatim but tidied up for readability.
 - c. Extremely verbatim for video but using appropriate discretion on non-video jobs.

Answer: _____

7. Clean up false starts for attorneys:
- a. Yes.
 - b. No.
 - c. Only when not video
 - d. Other: _____

Answer: _____

8. Clean up false starts for witnesses:

- a. Yes
- b. No.
- c. Only when not video
- d. Other: _____

Answer: _____

9. Stutters and partial words?

- a. Yes.
- b. No.
- c. Only on video
- d. Other: _____

Answer: _____

10. Interrupted thoughts with partial words. (I graduated in nineteen eighty – (trails off/interrupts him/herself) – nineteen eight-nine.”)

- a. I graduated in 198- -- 1989.
- b. I graduated in 1980 -- 1989.
- c. I graduated in nineteen eighty -- 1989.
- d. I graduated in nineteen eighty- -- 1989.

Answer: _____

11. How would you like ambient sounds like a phone ringing while on the record?

- a. Parenthetical: (Phone rings.)
- b. I don't write sounds. I'm not writing a play.
- c. Add a parenthetical if someone comments on the sound;

otherwise, leave it out.

Answer: _____

12. Formatting the answer following colloquy/objections. After Counsel objects and witness answers, how would you like it formatted?

- a. THE WITNESS: Blah, blah, blah.
- b. WITNESS: Blah, blah, blah.
- c. A. Blah, blah, blah.

Answer: _____

13. Filler sounds: "Um," "uh," etc. Do you want these typed?

- a. Video only
- b. Always
- c. Never

Answer: _____

14. New paragraph after “strike that”?

- a. Yes
- b. No

Answer: _____

15. Court reporter clarification/interruption.

- a. I want what I say on the record, using my reporter speaker designation in colloquy.
- b. (Reporter clarification.)
- c. (Whereupon, the court reporter made a clarification.)
- d. Other _____

Answer: _____

16. Court reporter asking to slow down, speak one at a time, etc.

- a. I put my exact words on the record.
- b. Parenthetical: (Reporter admonition.)

Answer: _____

17. When speaker trails off instead of being interrupted:

- a. Ellipses ...
- b. dash --

Answer: _____

18. sic

- a. (sic)
- b. [sic]
- c. I don't use sic.

Answer: _____

19. Frequency of (sic)/[sic].

- a. Only use on the first instance of mistake.
- b. Sic each occurrence of speaker's same mistake.

Answer: _____

20. Work Titles:

- a. Nurse Jackie; Board Member Smith; Attorney Smith
- b. nurse Jane; board member Smith; attorney Smith

Answer: _____

21. RN vs. R.N.:

- a. RN
- b. R.N.

Answer: _____

22. Senior or Junior title following a name:

- a. John Doe, Sr./ John Doe, Jr.
- b. John Doe, Senior/ John Doe, Junior
- c. John Doe Sr./ John Doe Jr.
- d. John Doe Senior/ John Doe Junior

Answer: _____

23. Military titles:

- a. Sergeant Smith
- b. Sgt. Smith

Answer: _____

24. US vs. U.S. (Abbreviation for the United States of America):

- a. US
- b. U.S.

Answer: _____

25. Capitalize “counsel” when replacing their name? (What is your objection, counsel?):

- a. Capped
- b. Uncapped

Answer: _____

26. Capitalize “counsel” when addressing collectively? (Will counsel please state their appearances for the record?):

- a. Capped
- b. Uncapped

Answer: _____

27. Capping city, states, and counties when referring to it as an official entity:

- a. The certificate was issued by the county.
- b. The certificate was issued by the County.

Answer: _____

28. Capping city, states, and counties when referring to location (not as an official entity):

- a. I was in the state of Kansas when it happened.
- b. I was in the State of Kansas when it happened.

Answer: _____

29. Initial cap iPod, iPhone, etc., when beginning a sentence?

- a. iPads are the best.
- b. IPads are the best.

Answer: _____

30. Initial cap websites/ e-mail addresses when beginning a sentence?

a. www.carverscoping.com is the best website ever.

b. www.carverscoping.com is the best website ever.

Answer: _____

31. E-mail addresses:

a. Gayle at Hotmail dot com

b. Gayle@hotmail.com

c. gayle@hotmail.com

Answer: _____

32. File formats:

a. pdf, gif, jpeg

b. PDF, GIF, JPEG

Answer: _____

33. Social Security:

a. Social Security

b. social security

Answer: _____

34. Abbreviation for “Limited Liability Company”:

- a. Acme Paving, LLC
- b. Acme Paving, L.L.C.
- c. Acme Paving LLC
- d. Acme Paving L.L.C.
- e. Research and find the official entity name (usually on the bottom of the website).

Answer: _____

35. Spell out numbers under ten when it’s a reference point (page, line, paragraph, et cetera)? (“I want you to go to page five.”):

- a. Page 5
- b. page 5
- c. Page five
- d. page five

Answer: _____

36. When “number” is said before a number. (Number vs. No.):

- a. Exhibit No. 1
- b. Exhibit Number 1

Answer: _____

37. Number or word: zero? (“I think the answer was zero.”):

a. zero

b. 0

Answer: _____

38. Number or word: ten? (I saw ten mice.):

a. Ten

b. 10

Answer: _____

39. Measurements: (“The board was two and a half inches long.”):

a. Two and a half inches

b. 2 and a $\frac{1}{2}$ inches

Answer: _____

40. Measurements: (“The board was two inches long.”):

a. Two inches

b. 2 inches

Answer: _____

41. Percentages under ten. (“It was three percent.”):

- a. three percent
- b. 3 percent
- c. 3%

Answer: _____

42. Percentages over ten. (“It was 50 percent.”):

- a. Fifty percent
- b. 50 percent
- c. 50%

Answer: _____

43. Initial cap page, paragraph, line, tab, or other reference points when followed by a number. (Page 13, paragraph 52, line 12, tab 15, etc.):

- a. Cap them all
- b. Don’t cap any of them
- c. Only cap “page”

Answer: _____

44. Large number formatting (I believe it was “forty-five hundred.”):

- a. 4500
- b. 4,500
- c. Forty-five hundred

Answer: _____

45. Spell out numbers that begin a sentence? (“Forty-five thousand six hundred is what I’m recalling.”):

- a. Forty-five thousand six hundred...
- b. 45,600
- c. 45600

Answer: _____

46. Lumber measurements:

- a. 2 by 4
- b. two by four
- c. 2x4
- d. 2 x 4

Answer: _____

47. Blood pressure formatting (“His blood pressure was one twenty over eighty.”):

- a. 120 over 80
- b. 120/80
- c. one twenty over eighty

Answer: _____

48. The classic pain scale: (“on a scale of one to ten, how much did your head hurt?”):

- a. 1 to 10
- b. one to 10
- c. one to ten

Answer: _____

49. A hundred percent:

- a. a hundred percent
- b. 100 percent
- c. 100 %

50. Height: (“He said he was six four.”):

- a. six four
- b. six-four
- c. 6 4
- d. 6’4”

Answer: _____

51. Formatting phone numbers:

- a. 312-555-1212
- b. (312) 555-1212
- c. 312.555.1212
- d. (312)555-1212

Answer: _____

52. Formatting dates:

a. 4-15-25

b. 4/15/25

Answer: _____

53. A yearly interval split between two years, like a school year or fiscal year. ("It was the 2016 2017 school year."):

a. ... 2016-2017 school year.

b. ...2016, 2017 school year

c. ...2016 / 2017 school year.

Answer: _____

54. Suspended hyphen in the middle of a word:

a. I'm not sure if El- -- no, she didn't.

b. I'm not sure if El -- no, she didn't.

c. Other: _____

Answer: _____

55. Partial numbers:

a. The car is worth 7 to \$9,000.

b. The car is worth 7- to \$9,000.

c. Other: _____

Answer: _____

56. Partial year:

- a. 2005 to '6
- b. 2005 to '06
- c. 2005 to 6
- d. 2005 to -6
- e. Other _____

Answer: _____

57. Spoken ordinals in dates. (-st, -nd, -rd, -th, etc.) ("It was on January fifth."):

- a. It was on January fifth.
- b. It was on January 5th.
- c. It was on January 5.

Answer: _____

58. Spoken ordinals when "the" precedes the date. ("it was on January the fifth."):

- a. It was on January the fifth.
- b. It was on January the 5th.
- c. It was on January the 5.

Answer: _____

59. Comma when month and date are said without the day. ("It was in April 2004,"):

- a. April 2004
- b. April, 2004

Answer: _____

60. "I was there at one o'clock." (When they say "o'clock.):

- a. I was there at three o'clock.
- b. I was there at 3 o'clock.
- c. I was there at 3:00.
- d. I was there at 3:00 o'clock.

Answer: _____

61. "I was there at three." (When "o'clock is omitted.):

- a. I was there at three o'clock.
- b. I was there at 3:00.
- c. I was there at 3:00 o'clock.

Answer: _____

62. A.M./P.M. formatting:

- a. A.M./P.M.
- b. a.m./p.m.
- c. AM/PM
- d. am/pm

Answer: _____

63. When “dollars” is spoken: (“He paid me ten dollars.”):

- a. He paid me \$10.00.
- b. He paid me \$10.
- c. He paid me 10.00 dollars.
- d. He paid me 10 dollars.
- e. Or please indicate what you prefer.

Answer: _____

64. Omit dollar sign when “dollars” is not spoken? (“He paid me ten.”):

- a. He paid me \$10.00
- b. He paid me \$10.
- c. He paid me \$10.00 dollars.
- d. He paid me 10 dollars.

Answer: _____

65. Grand, referring to money, (“I believe it was ten grand.”):

- a. ten grand
- b. 10 grand
- c. 10,000

Answer: _____

66. Classic polite request: How do you want the sentence to end? (“Would you state your name for the record (ending punctuation)”?)

- a. ?
- b. .

Answer: _____

67. Punctuating objections (when an attorney says “objection vague compound.”)

- a. Objection. Vague. Compound.
- b. Objection. Vague, compound.
- c. Objection. Vague; compound.
- d. Objection, vague, compound.
- e. Objection; vague, compound.

68. Punctuating Objections (continued) (When an attorney says “objection lacks foundation calls for speculation”):

- a. Objection. Lacks foundation. Calls for speculation.
- b. Objection. Lacks foundation, calls for speculation.
- c. Objection. Lacks foundation; calls for speculation.
- d. Objection, lacks foundation, calls for speculation.
- e. Objection ; lacks foundation, calls for speculation.

Answer: _____

69. Comma with short independent clause:

- a. I studied at Northwestern and then I studied at a few other junior colleges before graduating.
- b. I studied at Northwestern, and then I studied at a few other junior colleges before graduating.
- c. Other:

Answer: _____

70. Comma with prepositional phrase

- a. In case you didn't know, we will stop at noon.
- b. In case you didn't know we will stop at noon.
- c. Other:

Answer: _____

71. Series of questions:

- a. How many days? Two days? Three days?
- b. How many days? two days? three days?
- c. How many days, two days, three days?
- d. Other: _____

Answer: _____

72. Capitalization & Punctuation of Document Titles (In plaintiff's responses and objections to defendant's second request for documents and first set of interrogatories, you wrote...):

- a. No caps or quotes
- b. Initial cap and quote
- c. Cap but don't quote

Answer: _____

73. More Document Titles (Comma, cap, quote?):

- a. The document is titled rules and regulations.
- b. The document is titled Rules and Regulations.
- c. The document is titled, Rules and Regulations.
- d. The document is titled "Rules and Regulations."
- e. The document is titled, "Rules and Regulations."

Answer: _____

74. References to “plaintiff” and “defendant”

- a. I represent the defendant today.
- b. I represent the Defendant today.
- c. Other:

Answer: _____

75. Your Honor

- a. I’m sorry, your honor.
- b. I’m sorry, Your Honor
- c. I’m sorry, your Honor.
- d. Other _____

Answer: _____

76. Comma in front of “though” at the end of the sentence? (“I saw her at the end of the year, though.”):

- a. Yes. Put that comma in.
- b. No. Leave it out.
- c. Or please indicate what you prefer

Answer: _____

77. Commas around “though” in the middle of a sentence? (“I saw her, though, last year.”):

- a. Yes. Commas.
- b. No. Leave them out.

c. Or please indicate what you prefer.

Answer: _____

78. Comma in front of “too” at the end of the sentence? (I saw her there, too.)

a. Yes. Put that comma in.

b. No. Leave it out.

c. Or please indicate what you prefer.

Answer: _____

79. Commas around “too” in the middle of a sentence? (“I, too, saw that film last summer.”)

a. Yes. Commas.

b. No. Leave them out.

c. Or please indicate what you prefer

Answer: _____

80. Before “correct?”:

a. comma

b. Semicolon

c. Or please indicate what you prefer.

Answer: _____

81. Before “is that correct?”:

- a. Comma
- b. Semicolon
- c. Or please indicate what you prefer.

Answer: _____

82. Commas when a date describes an object.

- a. The May 14, 2009, letter...
- b. The May 14, 2009 letter...
- c. The May 14 2009 letter...

Answer: _____

83. Comma or period when additional information is added after “Yes” or “No.”
(Q. Did you call him?)

- a. A. Yes. After we finished the movie.
- b. A. Yes, after we finished the movie.
- c. Or please indicate what you prefer

Answer: _____

84. When punctuation is spoken, you prefer: (The chart indicates Alzheimer’s slash dementia.)

- a. The chart indicates Alzheimer’s slash dementia.
- b. The chart indicates Alzheimer’s, slash, dementia.
- c. The chart indicates Alzheimer’s / dementia.

d. The chart indicates Alzheimer's/dementia. (No spaces.)

Answer: _____

85. Singular possessive, ending in s.

a. Mr. Jones' car

b. Mr. Jones's car

Answer: _____

86. Quoting a person. (Punctuation preference when quoting a person.)

a. She said, "I'll be there when I get there."

b. She said: "I'll be there when I get there."

c. She said "I'll be there when I get there."

d. She said I'll be there when I get there. (no quotes.)

e. She said, I'll be there when I get there. (no quotes.)

Answer: _____

87. Quoting from a document. (Punctuation preference when reading from a document.)

a. It says "The time period is February to March."

b. It says, "The time period is February to March."

c. It says: "The time period is February to March."

d. It says, The time period is February to March. (no quotes.)

e. It says the time period is February to March. (no quotes.)

Answer: _____

88. Quotation marks for emphasis:

- a. When you say “happy,” what does that mean to you?
- b. When you say happy, what does that mean to you?
- c. Other: _____

Answer: _____

89. Health care vs. healthcare:

- a. healthcare (always one word)
- b. health care (always two words)
- c. two words, except when modifying (e.g. healthcare professional)

Answer: _____

90. When attorney starts sentence with, “Okay.”:

- a. Delete it (always).
- b. Delete it (unless video).
- c. Keep it on same line as question
- d. Start question on new line

Answer: _____

91. X-Ray formatting:

- a. X-ray
- b. x-ray
- c. xray

d. Xray

Answer: _____

92. Website formatting:

a. Website

b. website

c. Web site

d. web site

Answer: _____

93. Non vs. Non- (Hyphen or no hyphen?):

a. Nonstarter, nonissue, nonpayment

b. Non-starter, non-issue, non-payment

c. Follow the dictionary/Google

Answer: _____

94. Reference a case name. ("We are here in the matter of Smith versus Jones."):

a. versus

b. vs.

c. v.

Answer: _____

95. When someone says “verse” instead of “versus”?:

- a. verse
- b. verse [sic]
- c. versus (Clean it up.)
- d. vs.
- e. v.

Answer: _____

96. Email vs. e-mail:

- a. email
- b. e-mail

Answer: _____

97. Moneys vs. monies:

- a. monies
- b. moneys

Answer: _____

98. Stitching:

- a. C-A-R-V-E-R
- b. C-a-r-v-e-r

Answer: _____

99. Got you vs. gotcha:

a. got you (clean it up.)

b. gotcha

Answer: _____

100. You all vs. y'all:

a. you all (clean it up)

b. y'all

Answer: _____

101. et cetera vs. etc.:

a. et cetera

b. etc.

Answer: _____

102. What did I miss? Please provide additional style preferences not listed above.

Answer: _____

103. Please list common parentheticals you use here.
