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REPORTER'S INFORMATION AND PREFERENCES

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____

Fax: _____ Cell: _____

E-mail : _____ CaseCATalyst4 Version#: _____
(to locate version #, while in CC, click Help|About)

PLEASE e-mail the following files: page layout(s), include files, personal dictionary and A SAMPLE COMPLETED TRANSCRIPT

PLEASE TELL ME YOUR PREFERENCES FOR THE FOLLOWING:

Punctuation before "correct?" _____

If preceded by a statement, punctuation before "is that correct?" _____

Always use comma after year except "June 26, 1996 letter" Yes No

Comma before "and" in a series (black, red, and white) Yes No

Space before and after dash Yes No

Use ellipses to indicate trailing off Yes No

Spell out numbers ten and UNDER Yes No

Spell out numbers ABOVE ten Yes No

Spell out numbers at the beginning of sentences Yes No

Paragraph after "strike that" Yes No

Paragraph after "withdrawn" Yes No

REPORTER'S INFORMATION & PREFERENCES

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Use "keep together" function with Mr./Mrs./Ms./Dr.	Yes	No
Use "keep together" function with dates	Yes	No
Use quotation marks when warranted	Yes	No
Use quotation marks when the word "quote" is said	Yes	No
If yes, delete word "quote"	Yes	No
Use quotation marks when "quote/unquote" is said	Yes	No
Use <i>italics</i> as appropriate (book titles, case cites, foreign words)	Yes	or _____
Use "by lines" after colloquy?	Yes	No
If yes, please indicate format _____		
Use "THE WITNESS" for answer after colloquy	Yes	
or		
Use A for answer after colloquy	Yes	

CIRCLE YOUR PREFERENCES BELOW:

Write dates as: 10/10/96 **or** 10-10-96

Spell out words: A-P-P-L-E **or** a-p-p-l-e

Write time of day when "o'clock" is said: two o'clock/11 o'clock **or** 2:00/11:00

PLEASE INDICATE ANY OTHER SPECIFIC PREFERENCES:

THANK YOU!!

And PLEASE don't forget to e-mail page layout(s), include files, personal dictionary