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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Paragraph after "withdrawn" Yes ___ No ___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
If yes, delete word "quote" Yes ___ No ___
- Use quotation marks when "quote/unquote" is said Yes ___ No ___
- Use *italics* 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/ten o'clock **or** 2:00/10:00

PLEASE INDICATE ANY OTHER SPECIFIC PREFERENCES:

THANK YOU!!

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