

Client Preference Sheet

Name: _____

Phone Number: _____ Email Address: _____

Preferred Mode(s) of Communication: ☐ Phone ☐ Text ☐ Email ☐ Other: _____

Time Zone **(keeps us in sync on the final delivery date/time!)**: _____

Special concern(s) and/or preference(s): _____

I Adhere to **(check all that apply)**:

☐ **Comma** before **too**: “She revisited the library, too.”

☐ **Slashes** in date: **5/27/19**

☐ **Hyphens** in date: **5-27-19**

☐ **Comma** after **so**: “So, where were the supplies stored?”

☐ Capitalize **all** instances of: ☐ **defendant** ☐ **plaintiff** ☐ **counsel** ☐ **state** ☐ **government** ☐ **court**

**Other (please specify):* _____

☐ Capitalize ☐ **defendant** ☐ **plaintiff** ☐ **counsel** ☐ **state** ☐ **government** **only** if it can be replaced by a name: “Repeat that, **C**ounsel/**P**laintiff/**D**efendant/**S**tate/**G**overnment/**B**elinda.”

☐ **Hyphens** between: **inch-and-a-half**

☐ Capitalization of **North**, **South**, **East**, **West** (“**Up North**”)

☐ Add **[sic]** when speaker clearly uses odd phrasing or misuses a term with no immediate correction:
“The accident was on October 25, 2056.” **[sic]** “He will reframe **[sic]** from doing that.”
vs.

“The accident was on October 25, 2056—excuse me, 2006.” “He will reframe—refrain from doing that.”

☐ Add **[sic]** in **all** instances of above (**including** repeats of same occurrence)

☐ If repeats of same occurrence, add **[sic]** **only** in first instance

☐ Add **[as spoken]** after unofficial or inaccurate spoken reference to a proper noun:
e.g., “Springfield Mall” **[as spoken]** for “Springfield Shopping Mall”; “95” **[as spoken]** for “Interstate 95”

☐ **Spell out** numbers **one** through _____

☐ Other (please specify): _____

Time	Currency	Month + Year	Decades
☐ Seven o'clock	☐ \$5 million dollars	☐ November, 1990	☐ '80's
☐ 7:00	☐ five million dollars	☐ November 1990	☐ 80's
☐ 7 o'clock	☐ 5 million dollars		☐ 80s
☐ 7:00 o'clock			

Exhibit Numbers	Dates (Slashes/Commas)	Question Responses	Comma Series
☐ Exhibit No. 12	☐ '76/'77	☐ No, I didn't go.	☐ plum, kiwi and pear
☐ Exhibit Number 12	☐ '76, '77	☐ No. I didn't go.	☐ plum, kiwi, and pear

Questions with Multiple Response Options

☐ Was this the day after the accident? Two weeks? Three months? Five years?

☐ Was this the day after the accident, two weeks, three months, five years?

☐ Other: _____

When \$ Is Not Initially Included but Readily Understood	Specific Pages, Lines, Sections, Volume Numbers
☐ 18 or \$20	☐ Page 86, Line 16
☐ \$18 or \$20	☐ page 86, line 16
☐ 18 or 20 dollars	☐ Volume No. 9
	☐ volume number nine
	☐ Volume Number 9

Word Spelling for Clarification	Possession for "z" and "s" Endings (check all that apply)
☐ It's spelled y-a-c-h-t.	☐ Jazz'
☐ It's spelled Y-A-C-H-T.	☐ Jazz's
☐ Other: _____	☐ Actress'
	☐ Actress's

When Attorney Resumes Q&A After Colloquy

- ☐ BY MS. LAWYER: Q. Did you open it?
- ☐ BY MS. LAWYER: Did you open it?
- ☐ Q. (By Ms. Lawyer) Did you open it?
- ☐ MS. LAWYER: Q. Did you open it?
- ☐ BY MS. LAWYER:
Q. Did you open it?

Objection in Colloquy

- ☐ Objection, relevance.
- ☐ Objection; relevance.
- ☐ Objection. Relevance.

End of Question “Is That Correct/Right”

- ☐ You have another son, is that correct/right?
- ☐ You have another son; is that correct/right?
- ☐ You have another son. Is that correct/right?

End of Question “Correct/Right”

- ☐ You have another house, correct/right?
- ☐ You have another house; correct/right?
- ☐ You have another house. Correct/Right?

Question Punctuation

- ☐ I will ask the questions, is that clear?
- ☐ I will ask the questions; is that clear?
- ☐ I will ask the questions. Is that clear?

Year Ambiguity

- ☐ 1997 or 8
- ☐ 1997 or -8
- ☐ 1997 or '8
- ☐ 1997 or '98

Case Reference

- ☐ Bigsby-Hawkins
- ☐ Bigsby/Hawkins

Hyphenation of Incomplete Numbers

☐ **Yes** (e.g., “There were 450 or -60 cars”; “You mentioned there were 8- or 900 participants”; “The property was worth \$500,000 but sold for \$7-”)

☐ **No**

Use of Visual Analogue Scale (VAS)/Pain Intensity Scale

When using “on a scale of **1/one** to **10/ten**...”

☐ **Numerals only**: “I would rate my pain a 2, but sometimes it’s a 7.”

☐ **Spelled out only**: “I would rate my pain a two, but sometimes it’s a seven.”

☐ **Other**: _____

Miscellaneous

- | | | | |
|-----------------------------------|---------------------------------------|--|--|
| ☐ Web site | ☐ 4 percent | ☐ Page 8 | ☐ Docket Number 2 |
| ☐ web site | ☐ four percent | ☐ page eight | ☐ Docket No. 2 |
| ☐ website | | ☐ Page eight | |
| | | | ☐ A.M./P.M. |
| ☐ Um-hum | ☐ 11 feet | ☐ 5 th grade | ☐ AM/PM |
| ☐ Mm-hmmm | ☐ eleven feet | ☐ Fifth grade | ☐ a.m./p.m. |
| ☐ Uh-huh | | ☐ 5 th Grade | ☐ am/pm |
| | | | ☐ *Add above selection
for clarity when not
explicitly states |

For Q&A Paragraphs *(check all the apply):

- ☐ Where possible, my optimal paragraph length is ____ lines.
- ☐ New paragraph for **clear change in topic**.
- ☐ New paragraph **each time a new question is posed**.
- ☐ New paragraph when **“Strike that”** is stated.
- ☐ New paragraph **only** for clear change in topic.
- ☐ Other/Special preference(s): _____

I Prefer the Proofread Transcript Returned to Me With:

- ☐ **Only** transcript pages containing annotations/corrections.
- ☐ All transcript pages *(includes error-free pages/pages with no annotations).