













Dear All,

Please see attached for an update that will be incorporated into the next Transcribers' Manual regarding dates. This has been requested by the MOJ and will be incorporated across all TTA work from any new allocations.

Dates	Dates should be shown as 2 June (omitting the word 'the' and 'of' if both the day and month is said). The 'st', 'nd', 'rd', and 'th' following the day should NOT be noted when it is followed by the month.
	He was born on the first of June but his twin brother wasn't born until the second. The following year in the noughties, their parents had another set of twins, both born on the third of the sixth, yeah, the third of the sixth two thousand, so all of them within a few days of each other.
	<p>✔ He was born on the 1st of June but his twin brother wasn't born until the 2nd second. The following year in the Naughties, their parents had another set of twins, both born on the 3rd third of the 6th sixth, yeah, 03.06.00the third of the sixth two thousand, so all of them within a few days of each other.</p> <p>? The first '3rd of the 6th' is incomplete and should be written as such. When it is complete as a six or eight digit number, it can be written as DD.MM.YY (so not DD.MM.YYYY).</p>
	That document was submitted on the on the eighth of February. Two days later on the eleventh it was put before them, I beg your pardon, on the tenth of February it was put before them. No response was received until the twenty first of March and then again a follow up on the twenty ninth.
	<p>✔ That document was submitted on the on the 8 eighth of February. Two days later on the 11th eleventh it was put before them, I beg your pardon, on the 10 tenth of February it was put before them. No response was received until the 21 twenty first of March and then again a follow up on the 29th twenty ninth.</p> <p>? The instances where the day part of the date isn't followed by the month should have the 'st', 'nd', 'rd', and 'th' following it.</p>
	It happened in 1974 and then in seventy five it happened again. It followed that pattern all the way through seventy six, seventy seven, 1978, seventy nine, the eighties.
	✔ It happened in 1974 and then in '75seventy five it happened again. It followed that pattern all the way through '76seventy six , '77seventy seven , 1978, '79seventy nine , the '80seighties .
	That was invented back in the early nineteen hundreds and then in O twenty their competitor stole it.
	✔ That was invented back in the early 1900snineteen hundreds and then in '20O twenty their competitor stole it.
	I signed my first record deal in O two, fifteen, ten, O two to be exact.
	✔ I signed my first record deal in '02O two , 15.10.02fifteen, ten, O two to be exact.
	I have to take my medication every twelve hours so I take it at midnight and noon.
	<p>✔ I have to take my medication every 12twelve hours so I take it at midnight and noon.</p> <p>? We do not replace 'midnight' or 'noon' with 12am and 12pm. Refer to the Numbers section regarding the 12/twelve update.</p>