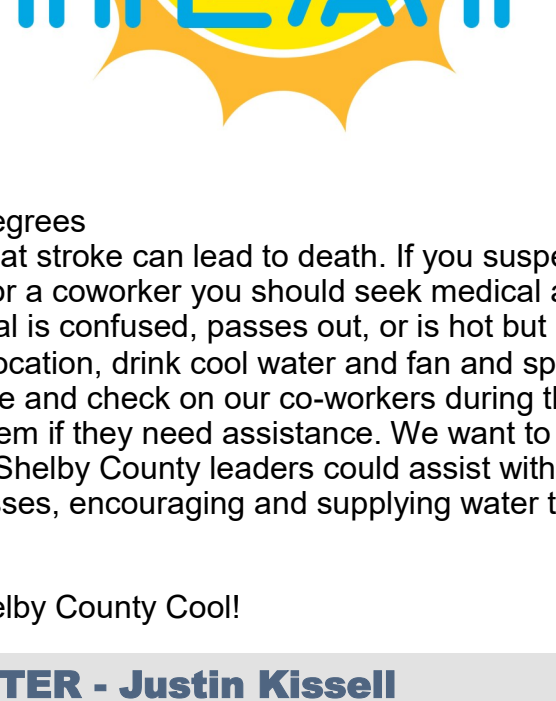


## CLERK'S CORNER - Beat The Heat

We are attempting to beat the heat in the workplace by downing bottles of water, fanning ourselves and trying to stay cool during this incredible heat wave we are having in Memphis and we need to keep in mind that severe heat-related illnesses like heat exhaustion can occur for several days after dehydration from exposure to high temperatures, even just going out for lunch in the heat can pose a problem. There are symptoms of heat stress that range from mild heat rash to sunburn to severe heat exhaustion and heat stroke – so how do you tell the difference?

- According to the CDC here warning signs of heat exhaustion:
- ◊ Headache
  - ◊ Dizzy or fainting
  - ◊ Heavy sweating
  - ◊ Cold, pale and clammy skin
  - ◊ Nausea or vomiting
  - ◊ Muscle cramps
  - ◊ Fast, weak pulse
  - ◊ Weakness or muscle cramps
  - ◊ Excessive thirst

- Here are the signs of heat stroke:
- ◊ Headache
  - ◊ Confusion or delirium
  - ◊ May lost consciousness
  - ◊ No sweating/dry skin
  - ◊ Hot, red skin
  - ◊ Nausea or vomiting
  - ◊ Rapid heart rate



Body temperature above 104 degrees  
Left untreated, heat exhaustion and heat stroke can lead to death. If you suspect heat exhaustion or stroke for yourself or a coworker you should seek medical aid by calling 911, especially if an individual is confused, passes out, or is hot but not sweating. You should move to a cool location, drink cool water and fan and spray with cool water. We should all be aware and check on our co-workers during this extremely hot summer, to make sure everyone is okay or help them if they need assistance. We want to keep Shelby County employees as healthy as possible, so Shelby County leaders could assist with this by training workers about heat stress, offering first aid classes, encouraging and supplying water to drink, or by providing fans to their staff.

Keep safe out there and let's keep Shelby County Cool!

### Contact Us

**Address**  
201 Poplar Avenue  
Suite 3034  
Memphis, TN 38103

**Phone**  
901-222-3200

**Hours of Operation**  
Monday - Friday  
8:00 am - 4:30 pm

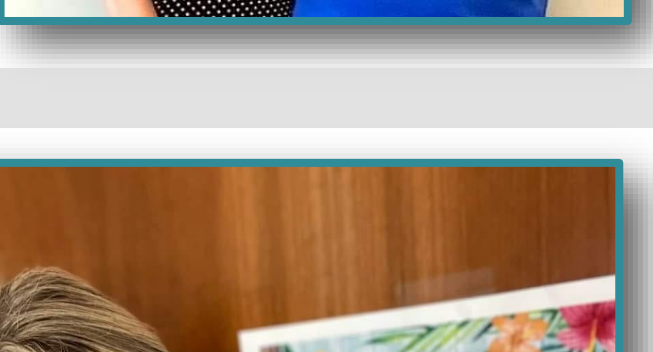
### Quick Links

- [Tennessee Case Information](#)
- [Criminal Court Supreme Court](#)
- [United States Supreme Court](#)
- [Access to Justice - Justice for All website \(Self-Represented Litigant Resources\)](#)
- [Court Interpreters \(Foreign Language\)](#)
- [Forms on a variety of legal matters](#)
- [Interpreters for Deaf and Hard of Hearing and ADA policy](#)
- [Tennessee Code online](#)
- [Tennessee Judges and Clerks for all 95 counties](#)

## EMPLOYEE OF THE QUARTER - Justin Kissell

# EMPLOYEE of the quarter

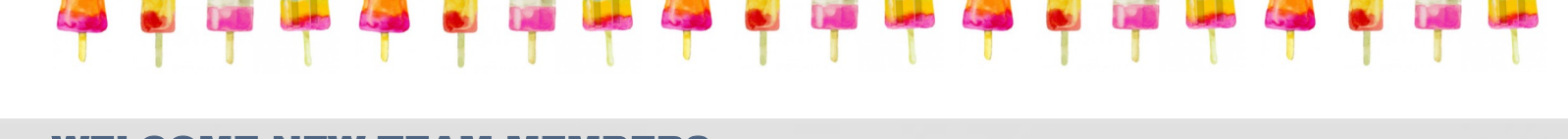
Congratulations to Justin Kissell for being awarded the Employee of the Quarter. Justin, who is a courtroom clerk and volunteers to help with the expungement clinics, is well deserving of this award. He has received compliments from outside of the office about his outstanding work. Justin continually has a positive attitude and is a team player.



## ALOHA!! - Let's Chill With The Clerk

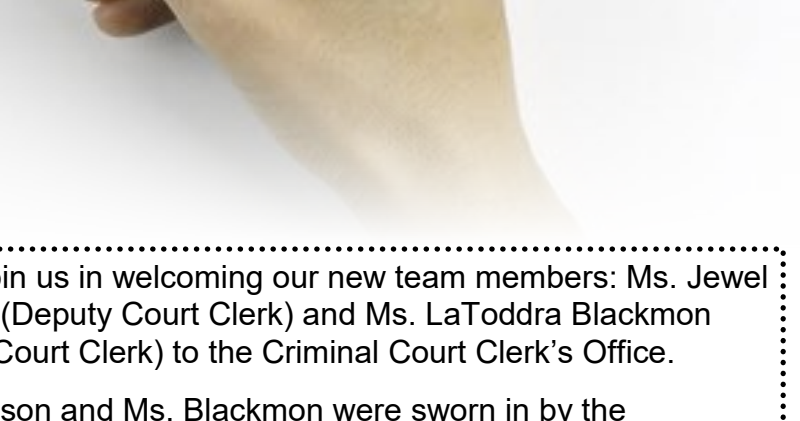
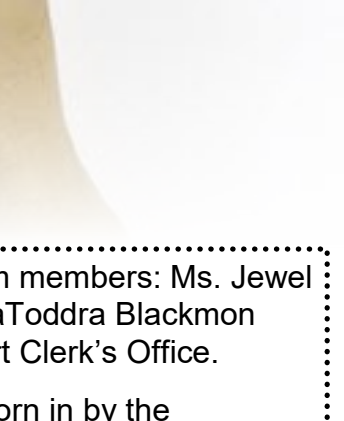
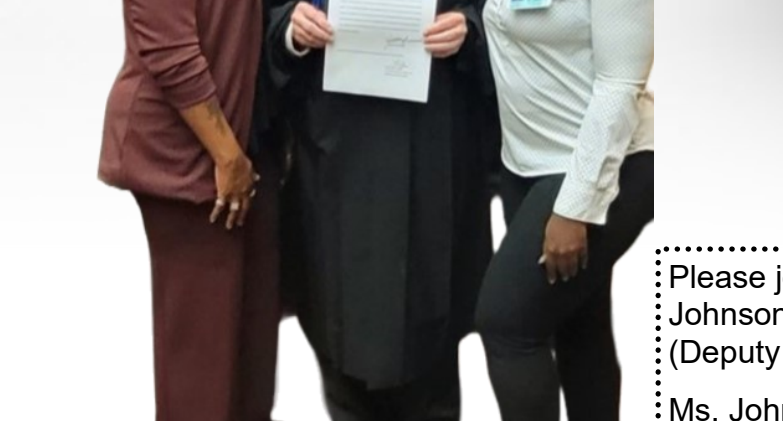
The summer heat was unbearable so Clerk Kuhn brought the islands to the Criminal Court Clerk's Office! The staff dressed in Hawaiian attire and Clerk Kuhn provided MemPops to the team as a special afternoon cooling treat!

Aloha!



## WELCOME NEW TEAM MEMBERS

# Welcome Aboard!



Please join us in welcoming our new team members: Ms. Jewel Johnson (Deputy Court Clerk) and Ms. LaToddra Blackmon (Deputy Court Clerk) to the Criminal Court Clerk's Office.

Ms. Johnson and Ms. Blackmon were sworn in by the Honorable Judge Chris Craft. Welcome to the team.

## EXPUNGEMENT CLINIC - New Direction Christian Church

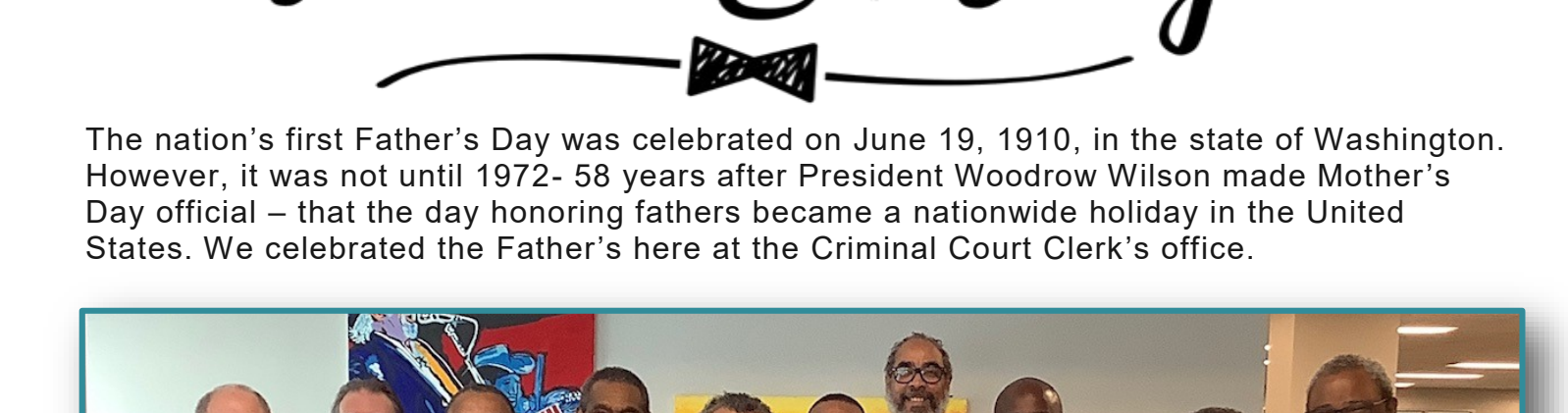
Another great Expungement Clinic completed. Thank you Pastor Dr. Stacy L. Spencer for partnering with the Criminal Court Clerk's Office in hosting the Expungement Clinic at New Directions Christian Church. We assisted hundreds of people today who were also able to get help to restore their driver's license through the City Court Clerk's Office and Child Support help through Maximus.

Also, we appreciated all the vendors who helped make the event a success: FedEx, NAACP, the Trustee's Office, and the American Job Center.



## HAPPY Father's Day

The nation's first Father's Day was celebrated on June 19, 1910, in the state of Washington. However, it was not until 1972- 58 years after President Woodrow Wilson made Mother's Day official – that the day honoring fathers became a nationwide holiday in the United States. We celebrated the Father's here at the Criminal Court Clerk's office.



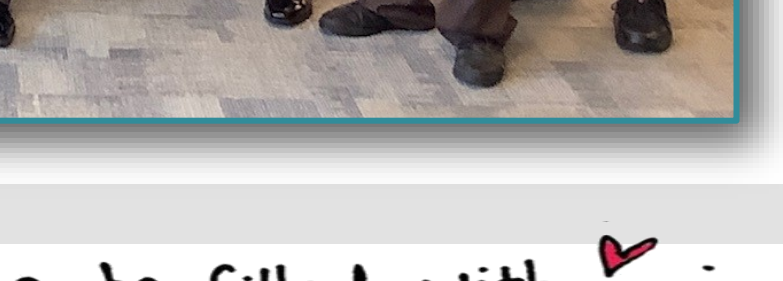
## HAPPY RETIREMENT

May your days be filled with Happy Retirement!! Joy, fulfillment and too much fun!



The Criminal Court Clerk's Office hosted a retirement celebration for Ms. Janet Kelly and Ms. Anna Whalley. Ms. Kelly has been with the County for 24 years, and Ms. Whalley has been with the County for 27 years.

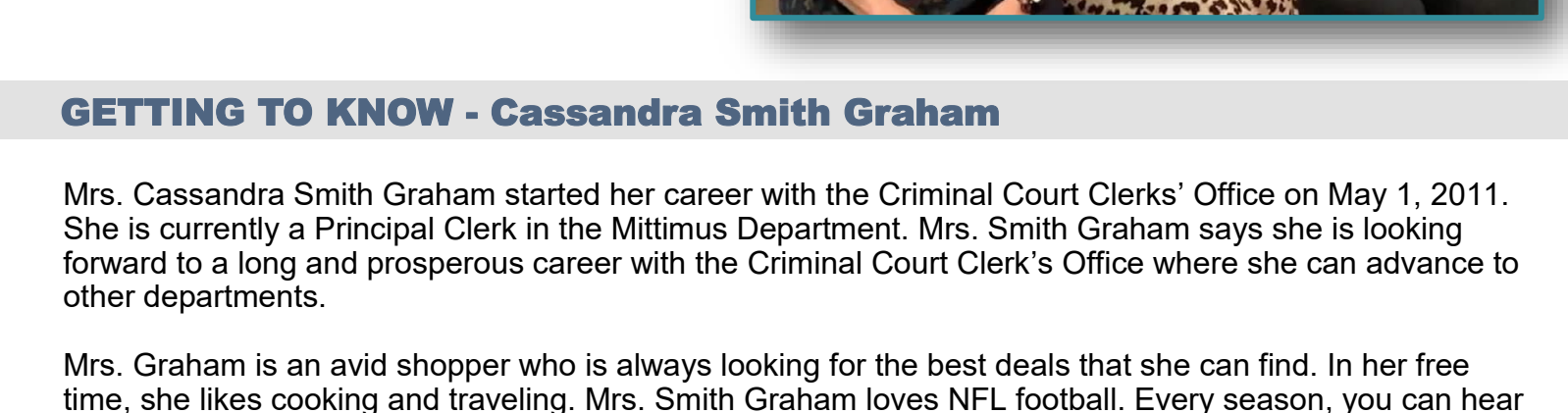
Their commitment to the office is recognized and greatly appreciated. We are sad to see them leave, but so happy for them as they embark on their next chapters in life. In the words of Ms. Janet Kelly "Goodbye tension, and hello pension!!" Happy retirement!



## GETTING TO KNOW - Cassandra Smith Graham

Mrs. Cassandra Smith Graham started her career with the Criminal Court Clerks' Office on May 1, 2011. She is currently a Principal Clerk in the Mitimus Department. Mrs. Smith Graham says she is looking forward to a long and prosperous career with the Criminal Court Clerk's Office where she can advance to other departments.

Mrs. Graham is an avid shopper who is always looking for the best deals that she can find. In her free time, she likes cooking and traveling. Mrs. Smith Graham loves NFL football. Every season, you can hear her say that her favorite team, the Dallas Cowboys, is the AMERICAN TEAM! Every season, she is confident that the Cowboys will make it to the Super Bowl! She is still waiting for that to happen!



## RELAXING COLORS

Coloring is a great way to relax, unwind, and stimulate creativity. It also helps to reduce stress. Clerk Kuhn provided adult coloring books in our break rooms for the staff to use for enjoyment while on break. It has been fun to see all of the creativity with these coloring books.

