



Criminal Court Clerk Communication

Heidi Kuhn, Clerk

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CLERK'S CORNER - Back to School Safety



SCHOOL SAFETY AND SECURITY

It's that time again. Back to school for our most precious commodity: our children. However, back to school safety isn't just for kids, it's for parents and community members, as well. How do we make sure our children are safe going to or coming from school? The safety within the school is ultimately the responsibility of the principal and school staff; however, parents can assist in ensuring a safe school experience.

A parent can start by learning the school's emergency procedures and by providing up-to-date contact information. Taking a few minutes to familiarize yourself with the school's information and procedures can help you feel more confident about leaving your little one.

Understanding your child's travel routes to and from school can help in an emergency. Get to know other parents of children who go to school with your child or who may ride the same bus. This will help to ensure someone is looking out for your child in the event you are not able to be present. Making sure that someone else knows how your child gets home from school, whether walking, being a car rider or taking the bus, is important.

Talk with your child about safety and be specific. Explain what they should do if going back to school does not have to mean going back to worrying. By taking precautionary steps you can help your state of mind, as well as your child's, something "doesn't feel right" and make sure he or she knows how to contact you or a trusted neighbor/friend who is likely to be home.

Consider getting involved with the school by assisting with a neighborhood watch before or after school, assist with car lines, or assisting with traffic where children may cross the street. Or become a volunteer with a before or after school program.

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

[Criminal Court Case Information](#)

[Tennessee 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](#)

GETTING TO KNOW - Carl Townsend

Mr. Carl Townsend began working for the Criminal Court Clerk's Office in 1990. When he began working here, he was assigned to the Property and Evidence Room; he is now the Property and Evidence Room supervisor!

Some of Carl's favorite past times are playing the piano and working in his garden. Carl has an amazing green thumb and he has some of the most beautiful flowers in the neighborhood.

After he retires, Carl is looking forward to spending more time with his children and family. During the NFL season, you can hear Carl talking about his favorite team, the Dallas Cowboys.

As always, he says that the Dallas Cowboys will make it to the Super Bowl!



WELCOME ABOARD!

Please join us in welcoming our newest team members Mr. Anthony Gunn (Director of Human Resources) and Mr. Gerald Bates (Deputy Court Clerk) to the Criminal Court Clerk's Office.

Mr. Gunn is joining us from Shelby County Corrections, and Mr. Bates is joining us from the Circuit Court Clerk's Office. They were sworn in by the Honorable Judge Chris Craft. We are excited to have them join our team!



EMPLOYEE OF THE YEAR - April Anthony

Congratulations to Ms. April Anthony for being awarded with the Criminal Court Clerk's Office Employee of the Year award. April is a supervisor in the Finance Department. She regularly goes above and beyond expectations and is very reliable. April is truly a team player and is very deserving of this recognition. Congratulations, Ms. Anthony!!



LUNCHES MADE WITH LOVE

The Criminal Court Clerk's Office has some of the best staff! We completed our annual Lunches Made with Love event by making over 175 sack lunches for the unhoused. The sack lunches included sandwiches, fruit, chips, cookies, napkins, and condiments.

The Criminal Court Clerk's team donated all of the lunch items, worked together to assemble the sack lunches, and then delivered them to the Memphis Union. Clerk Kuhn believes in giving back to the community on a regular basis and Lunches Made with Love is near and dear to her heart.

Lunches Made with Love

FRIDAY, JULY 22, 2021 | 9:30 AM

SHELBY COUNTY CRIMINAL COURT CLERK'S OFFICE

- Donations of food items, snacks, etc., will be needed. Items such as apples, oranges, bologna, individual bags of cookies.
- We will also need lunch-prep line workers

