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Off The Record

United States Bankruptcy Court

District of South Carolina—Clerk of Court, Brenda K. Argoe

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Off The Record, the court's newsletter, will be published every other month starting with the August/September 2001 issue. The publishing department welcomes any submission of items to be included in the newsletter. Items will be published at the discretion of Brenda K. Argoe, Editor in Chief. Please submit items to the newsletter staff, Charlie or Frank.

The staff of OFF THE RECORD would like to thank this months contributors: Linda Owen, Rhonda Smith and Karen Shepherd.

Security Update

Coping with Threats and Violence in the Federal Workplace

For an angry or hostile customer or coworker:

- Stay calm. Listen attentively. Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.
- Notify supervisor and guard force.

For a person shouting, swearing, and threatening:

- Signal a coworker or supervisor that you need help (Use a duress alarm system or prearranged code words.)
- Do not make any calls yourself.
- Have someone call the contract guard.

For someone threatening you with a gun, knife, or other weapon:

- Stay calm. Quietly signal for help. (Use a duress alarm or code words.)
- Maintain eye contact
- Stall for time.
- Keep talking--but follow instructions for the person who has the weapon.
- Don't risk harm to yourself or others.
- Don't ever try to be a hero.
- Watch for a safe chance to escape to a safe area.

Telephone number to the guard force is 765-5141 or local police 911.

For Court Security Officers, the telephone number is 3901.

Information provided by Bill Johnson, GSA Federal Protective Service

October 2001

- **Oct 4-14** - SC State Fair
- **Oct 5** - National Denim Day
- **Oct 6** - Breast Cancer Walk
- **Oct 8** - Columbus Day (Holiday)
- **Oct 16** - Peppa C. B-day
- **Oct 17** - Janet P. B-day
- **Oct 18** - Chris M. B-day
- **Oct 24** - Jenn B. and Christy T. B-day
- **Oct 28** - Lisa H. B-day; Day-light Savings Time
- **Oct 29** - Frank B. B-day
- **Oct 31** - Halloween

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- **Nov 10** - Leila B. B-day
- **Nov 12** - Veterans Day (Holiday)
- **Nov 15** - Angela D. B-day
- **Nov 17 -** Robin B. B-day
- **Nov 22** - Thanksgiving (Holiday)

Brag, Boast and Broadcast

She did her first solo in church at the age of six singing "Precious Lord", and has blessed many congregations with her singing since. Our own Barbara Miller has now performed at Workshop Theatre appearing as one of the "Gospel Ladies" in the musical "Bubbling Brown Sugar". The show was originally scheduled for July 11-22, but was held over until July 25.

It was said in the Free Times that "she delivered a lovely rendition of 'His Eye is on the Sparrow.'" She also shared singing a song, "Stormy Monday Blues" with another cast member; she sang it for 7 days of the show.

Barbara said it was truly a wonderful experience and she enjoyed almost every minute of it, and looks forward to doing this again.

Rhonda Smith's daughter, Olivia, will be in Columbia City Ballet's presentation of the NUTCRACKER this year. Olivia participated in last year's performance with the Ballet as a "cherub". This year Olivia will be performing as a "mouse". Please mark your calendar for Olivia's debut on December 20th and 21st at 7:30 PM and December 22 at 3:00 PM and 7:30 PM at the Koger Center.

This year's National Denim Day was October 5, 2001. Our court had 37 participants and raised $190.00 to aid in the fight against breast cancer. Each participant simply donated $5.00 in exchange for wearing denim to work that day. The Susan G. Komen Breast Cancer Foundation receives 100% of the donations collected. Please thank Leila B. for her coordination efforts.

Health and Fitness

t h r o a t t h e r a p y

C O O L T H E B U R N

It's awful when you wake up feeling like you swallowed sandpaper: That feeling that accompanies a sore throat is more likely to occur during the winter. Now is the time you're more likely to catch a virus, be exposed to cigarette smoke, or be exposed to dry air. If your symptoms are mild and not accompanied by other serious symptoms, such as a fever, try these soothers to ease the pain that reigns within your throat:

- Gargle with warm salt water. Put one teaspoon of salt in eight ounces of very warm water. If you have postnasal drip, characterized by mucus in the throat and *coughing,* gargle more frequently to prevent more irritation.
- Drink tea with lemon and honey.
- Sip warm soup or eat cool, soft foods such as applesauce or yogurt.
- Don't smoke and avoid others' cigarette smoke.

Choose an over-the-counter medication such as acetaminophen, ibuprofen, lozenges, or throat spray to relieve your pain. Adults can take aspirin too, but never give aspirin to children or teenagers because of the risk of Reye's syndrome, a potentially fatal disease.

Call your doctor if your sore throat persists or if you have difficulty swallowing or breathing. Also call if your sore throat is accompanied by a stiff neck and headache, fever, rash, swelling, nausea, vomiting, persistent hoarseness or mouth ulcers, or if you've recently been around someone who has strep throat.

To prevent a scratchy or sore throat, drink eight to 12 glasses of water a day. Avoid irritants such as smoke and fumes, and don't raise your voice a lot.

For more information: American Medical Association. *www.ama-assn.org/consumer*

-Federal Occupational Health *Well TIMES*

Computer Corner

Here are some rules to follow to protect your eyes, joints, and muscles:

- If you wear glasses or contact lenses, make sure that your prescription is correct, especially for computer use.
- Don't spend the entire day glued to the screen. Give your eyes a break--often.
- Remember to do some stretching, too. Stretching is one of the best ways to ease the discomfort of typing and other repetitive tasks related to work. Whenever possible, get up, move around, take a walk outside, and get some fresh air.
- While you're out and about, turn your eyes in all directions to relieve eye strain. Then look at something at least 20 feet away to let your eyes refocus on something other than the front of a glass tube.
- If you do a lot of typing or work with copy, use a document holder. Place the holder next to your computer screen.
- Use headsets if you do much talking on the phone. They're more comfortable than trying to cradle the receiver between your neck and shoulder. If you don't have a headset, use one of those old-fashioned phone cradles.

(Continued on page 6)

Pat on the Backs

August/September

Jennifer Barrier
Connie Brooks (2)
Katrina Canady
Peppa Caskey
Debi Green
Leila Balliet
Sheree Phipps
Sharon Greene
Raye Jefferson
Tony Lacey
Lisa McInnis
Betina Mobley
Chris Nichols
Novetta Henton
Wanda Williams

Think About It

A Family Moment - For the Garden of Your Daily Living

Plant three rows of peas: Peace of mind, heart and soul

Plant four rows of squash: Squash gossip, indifference, grumbling, and selfishness

Plant four rows of lettuce: Lettuce be faithful, kind, patient, and really love one another

No garden without turnips: Turnip for service and to help one another

We must have thyme: Thyme for each other, friends, and family

Computer Corner - continued

(Continued from page 5)

Practice Cube Etiquette

Staying focused can take a lot of effort when office activity swirls all around you. Workstations are often jammed into large rooms that, in turn, are filled with printers, copiers, and facsimile machines. Be a good neighbor.

- When you're on the phone, talk toward a wall or another work surface. Lower your voice so conversations won't disturb other co-workers nearby.
- Hold impromptu meetings in conference rooms if everyone in the area does not need to be involved.
- Consider others when you have your radio playing.
- Go to the cubical of the person you need to talk to, don't stop on the other side and talk over someone. This should also be considered when you need editing. Please write it on a piece of paper and give it to the editor or get up out of your chair and see if it can be edited at that time. Yelling the case # and what the problem is over the heads of others to inform the editor is not only rude, but distracting.
- Do not eat your lunch at your desk on a daily basis. The odors may offend those around you and even if they are not offensive, may make those around you hungry! The break room is the proper place for lunch--especially if it has a strong smell.
- Many people have allergies or sensitivities to different types of smells. Keep perfumes to a minimum.
- Keep your area neat. Clutter in one cube can make the whole area look unkempt.

Quotable Quotes

We judge ourselves by our intentions, but others judge us by our behaviors.
- Eric Harvey

The successful person is the average person focused.
-Source Unknown

Nothing is so simple that it cannot be misunderstood.
-Jr. Teague.