

MINUTES OF THE MAY 2, 2022 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Kathleen Maxham, Fairfield; Hon. Robert Randich, Newington; Hon. Mark DeGennaro, West Haven; Loreen (Lori) Michalak, Chief Clerk Shelton; Gale Pellegren, Chief Clerk Torrington Area; and Susan Meagher, Chief Clerk Berlin; and Amy Benjamin, Heather Dostaler, Eric Rothausser of the Office of the Probate Court Administrator.

The following were absent from the meeting: Hon. Diane Blick, Litchfield Hills and Karen Parzych, Chief Clerk Madison-Guilford

Call to order: The meeting was held in person and was called to order at approximately 9:10 am.

Old Business: None

New Business: The Committee reviewed, discussed and took action on revised forms as shown and evidenced on the attached schedule.

The Committee will meet next on June 6, 2022, at 9:00 a.m. in the library at the Office of the Probate Court Administrator.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at approximately 11:00 a.m.

Respectfully submitted,

Loreen Michalak

Loreen (Lori) Michalak,
Secretary

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, JUNE 6, 2022 AT 9:00 A.M.**

| PC #    | P/C | Form Name                                                                     | CMS | WEB | Suggested Change(s)/Action Taken                | Date of Committee Review | Committee Action        |
|---------|-----|-------------------------------------------------------------------------------|-----|-----|-------------------------------------------------|--------------------------|-------------------------|
| PC-171  | P   | Acceptance of Fiduciary Appointment                                           |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC-202  | P   | Petition/Support Allowance                                                    |     | X   | Review and revise                               | 5/2/2022                 | Approved;<br>5/2/2022   |
| PC246   | P   | Financial Report/Decedent's Estate                                            |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC-308  | P   | Petition/Determination of Competency to Vote Re: Person under Conservatorship |     | X   | Review and Revise                               | 5/2/2022                 | Approved;<br>5/2/2022   |
| PC-400  | P   | Petition to Sell or Mortgage Real Property                                    |     | X   | Add checkbox for whether conservator had a will | 5/2/2022                 | Approved;<br>5/2/2022   |
| PC-442  | P   | Financial Report/Conservator/Guardian                                         |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC-442A | P   | Schedule A: Proposed Distribution/Final Financial Report Conservator/Guardian |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC-443  | P   | Financial Report/Trust                                                        |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC443A  | P   | Schedule A: Proposed Distribution/Final Financial Report/Trust                |     | X   | For Discussion Purposes                         | 5/2/2022                 | Tabled for next meeting |
| PC-5011 | P/C | Petition for Review of DCF Permanency Plan for Child or Yourh (Voluntary)     |     | X   | Review and revise                               | 5/2/2022                 | Approved;<br>5/2/2022   |
| PC-5012 | P/C | Request for Review/Modification of Visitation                                 |     | X   | Review and revise                               | 5/2/2022                 | Approved;<br>5/2/2022   |

| <b>PC #</b> | <b>P/C</b> | <b>Form Name</b>                                                                              | <b>CMS</b> | <b>WEB</b> | <b>Suggested Change(s)/Action Taken</b>                                  | <b>Date of Committee Review</b> | <b>Committee Action</b> |
|-------------|------------|-----------------------------------------------------------------------------------------------|------------|------------|--------------------------------------------------------------------------|---------------------------------|-------------------------|
| PC604A      | P/C        | Petition/Determination of Age and Date of Birth of Adopted Person Born Outside of the Country |            | X          | Review and revise                                                        | 5/2/2022                        | Approved;<br>5/2/2022   |
| PC-705      | P/C        | Petition/Determination of Competency to Vote Re: Person with Intellectual Disability          |            | X          | Review and revise                                                        | 5/2/2022                        | Approved;<br>5/2/2022   |
| PC-901      | P          | Petition for Change of Name (Adult)                                                           |            | X          | Add checkbox to request court excuse notice to spouse for safety reasons | 5/2/2022                        | Approved;<br>5/2/2022   |