

MINUTES OF THE MAY 6, 2019 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Chair; Hon. Barbara Gardner Riordan; Gale Pellegren, Chief Clerk Torrington Area Probate Court; Susan Meagher, Chief Clerk Berlin Probate Court; Lori Michalak, Chief Clerk Shelton Probate Court; Karen Parzych, Chief Clerk Madison-Guilford Probate Court; and Heather Dostaler, Evan Brunetti, Alison Green, and Dana Masullo, of the Office of the Probate Court Administrator.

The following were absent from the meeting: Hon. Diane Blick; Hon. Beverly Streit-Kefalas; Hon. Robert Randich; and Hon. Philip Wright.

Call to order: The meeting was called to order at 9:05am.

Old Business: None

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

Upon motion duly made and seconded, it was unanimously approved to cancel the meetings for the next few months. The Committee will meet next on September 9, 2019.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at approximately 11:40.

Respectfully submitted,

Loreen Michalak

Loreen (Lori) Michalak,
Secretary

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, SEPTEMBER 9, 2019 AT 9:00AM  
IN THE LIBRARY AT PROBATE COURT ADMINISTRATION**

| PC #    | P/C | Form Name                                                                                                       | CMS | WEB | Suggested Change(s)/Action Taken                                                                                                                                                                                                                  | Date of Committee Review | Committee Action |
|---------|-----|-----------------------------------------------------------------------------------------------------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|
| PC-184  |     | <b>NEW Title</b><br>Request/Order - Waiver of Fees (Petitioner)                                                 |     | X   | Title changed from "Request/Order Waiver of Fees - Petitioner" to "Request/Order Wavier of Fees (Petitioner)"; revised instructions; clarified meaning of household                                                                               | 5/6/2019                 | Approved; 5/6/19 |
| PC-184A |     | <b>NEW Title</b><br>Request/Order - Waiver of Fees (Other than Petitioner)                                      |     | X   | Title changed from "Request/Order Waiver of Fees - Respondent" to "Request/Order Waiver of Fees (Other than Petitioner); revised instructions; removed references to household                                                                    | 5/6/2019                 | Approved; 5/6/19 |
| PC-242  | P   | Decedent's Estate Administration Account (Short Form)                                                           |     | X   | Minor edits and reformatting                                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-245  | P   | Waiver of Right to Hearing Re: Account                                                                          |     | X   | Minor edits and reformatting                                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-25XX | P   | Small Estate Certificate                                                                                        | X   |     | New form to address financial institution concerns                                                                                                                                                                                                | 5/6/2019                 | Approved; 5/6/19 |
| PC-269  | P   | Decree and Return/Access Safe Deposit Box to Obtain Will/Cemetery Deed                                          | X   |     | Reformat decree for options; minor revisions                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-269A | P   | Decree and Return/Inventory Safe Deposit Box/Jointly Owned Assets                                               | X   |     | Reformat decree for options; minor revisions                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-269B | P   | Decree and Return/Removal of Jointly Owned Assets from Safe Deposit Box                                         | X   |     | Reformat decree for options; minor revisions                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-441  | P   | Fiduciary's Periodic or Final Account/Conservator/Guardian                                                      |     | X   | Minor edits and reformatting                                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-482  | P   | App't of Judge of Probate as Agent for Service by Non-Resident Fiduciary                                        |     | X   | Minor edits and reformatting                                                                                                                                                                                                                      | 5/6/2019                 | Approved; 5/6/19 |
| PC-482A | P   | <b>NEW Title</b><br>Appointment of Probate Judge as Agent for Service by Attorney Appearing <i>Pro Hac Vice</i> |     | X   | Title changed to "Appointment of Judge of Probate as Agent for Service by Attorney Appearing <i>Pro Hac Vice</i> " to "Appointment of Probate Judge as Agent for Service by Attorney Appearing <i>Pro Hac Vice</i> "; new format and instructions | 5/6/2019                 | Approved; 5/6/19 |