

MINUTES OF THE AUGUST 3, 2020 MEETING  
OF THE PROCEDURES REVIEW COMMITTEE

**The following were in attendance at the meeting:** Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Diane Blick, Litchfield Hills; Hon. Kathleen N. Maxham Fairfield; Hon. Robert A. Randich, Hon. Beverly Streit-Kefalas, Probate Court Administrator; Susan Meagher, Chief Clerk Berlin; Loreen (Lori) Michalak, Chief Clerk Shelton; and Evan Brunetti, Heather Dostaler and Alison Green, of the Office of the Probate Court Administrator.

**The following were absent from the meeting:** Hon. Barbara Gardner Riordan, Tolland-Mansfield; Hon. Philip Wright, Wallingford; Karen Parzych, Chief Clerk Madison-Guilford and Gale Pellegren, Chief Clerk Torrington Area.

**Call to order:** The meeting was held virtually via WEBEX and was called to order at 9:00am.

**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. The Committee agreed to refer a couple of the forms related to commitments, to judges in courts that do them on a regular basis for their input.

The Committee will meet next on October 5, 2020, and at this time will be scheduled and conducted virtually.

**Adjournment:** Upon motion duly made and seconded, the meeting was adjourned at approximately 10:55.

Respectfully submitted,  
*Loreen Michalak*  
Loreen (Lori) Michalak,  
Secretary

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, OCTOBER 5, 2020 AT 9:00AM  
AND WILL BE HELD VIRTUALLY**

| PC #    | P/C | Form Name                                                                                              | CMS | WEB | Suggested Change(s)/Action Taken                                                                                            | Date of Committee Review | Committee Action |
|---------|-----|--------------------------------------------------------------------------------------------------------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|
| PC-244A | P   | Waiver of Right to Hearing Re: Financial Report                                                        |     | X   | Review and revise; Changes consistent with recent changes to PC-245                                                         | 8/3/2020                 | Approved; 8/3/20 |
| PC-310  | P   | Affidavit/Appointment of Commissioner of Social Services as Conservator                                |     | X   | New format and instructions; convert from legal size                                                                        | 8/3/2020                 | Approved; 8/3/20 |
| PC-3621 | P   | Decree/Termination/Involuntary Conservatorship                                                         | X   |     | New decree for restoration of conserved person and termination of conservatorship                                           | 8/3/2020                 | Approved; 8/3/20 |
| PC-3622 | P/C | Decree/Voluntary Admission to Hospital for Psychiatric Disabilities by Person under Conservatorship    | X   |     | New decree for voluntary admission to hospital for psychiatric disabilities under 17a-506                                   | 8/3/2020                 | Approved; 8/3/20 |
| PC-450F | P/C | Fiduciary's Probate Certificate/Guardian of Person with Intellectual Disabilities/ Financial Authority | X   |     | New probate certificate for financial matters only to protect confidentiality of other GID authorities/matters              | 8/3/2020                 | Approved; 8/3/20 |
| PC-5615 | P/C | CM-72, Transfer of File in Children's Matter (For Use by Regional Children's Probate Court)            | X   |     | <b>NEW TITLE:</b> "Decree Transfer Children's Matter to Regional Children's Probate Court"; Convert from CM form to PC form | 8/3/2020                 | Approved; 8/3/20 |

| PC #    | P/C | Form Name                                                      | CMS | WEB | Suggested Change(s)/Action Taken                                                              | Date of Committee Review | Committee Action                               |
|---------|-----|----------------------------------------------------------------|-----|-----|-----------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------|
| PC-5616 | P/C | Decree/Reinstatement as Guardian of the Person of the Minor    | X   |     | New decree for reinstatement of parent as guardian                                            | 8/3/2020                 | Approved; 8/3/20                               |
| PC-606  | P/C | Petition/Information for Emergency Health or Medical Treatment |     | X   | New format and instructions                                                                   | 8/3/2020                 | Approved; 8/3/20                               |
| PC-608  | P/C | Application RE: Placement for Out-of-State Adoption            |     | X   | <b>NEW TITLE:</b> "Petition/Placement for Out-of-State Adoption"; new format and instructions | 8/3/2020                 | Approved; 8/3/20                               |
| PC-633  | P/C | Waiver of Personal or Abode Service/Parental Rights Matter     |     | X   | New format and instructions                                                                   | 8/3/2020                 | On hold for possible statutory changes; 8/3/20 |
| PC-665  | P/C | Decree RE: Placement for Out-of-State Adoption                 | X   |     | <b>NEW TITLE:</b> "Decree/Placement for Out-of-State Adoption"; review and revise             | 8/3/2020                 | Approved; 8/3/20                               |
| PC-862  | P/C | Probable Cause Hearing Order                                   | X   |     | Review and revise                                                                             | 8/3/2020                 | Hold for further review; 8/3/20                |
| PC-867  | P/C | Order re: Petition for Release from Confinement                | X   |     | Review and revise                                                                             | 8/3/2020                 | Hold for further review; 8/3/20                |