

MINUTES OF THE SEPTMEBER 9, 2019 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Barbara Gardner Riordan, Tolland-Mansfield; Hon. Kathleen N. Maxham Fairfield; Hon. Robert A. Randich, Newington; Susan Meagher, Chief Clerk Berlin; Karen Parzych, Chief Clerk Madison-Guilford; Gale Pellegren, Chief Clerk Torrington Area; Loreen (Lori) Michalak, Chief Clerk Shelton; and Evan Brunetti, Heather Dostaler and Alison Green, and of the Office of the Probate Court Administrator.

The following were absent from the meeting: Hon. Diane Blick, Litchfield Hills; Hon. Beverly Streit-Kefalas, Milford-Orange/PCA; and Hon. Philip Wright, Wallingford.

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

Old Business: None

New Business: The Committee was greeted by the new Probate Court Administrator, Hon. Beverly Streit-Kefalas, who was unable to stay for the meeting due to other commitments.

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 postpone the Committee's next meeting until February. The Committee will meet next on February 3, 2020.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at approximately 11:30.

Respectfully submitted,

Loreen Michalak

Loreen (Lori) Michalak,
Secretary

~~~~~

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, FEBRUARY 3, 2020 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-230  | P   | Notice of Decree Admitting Will to Probate                                                                       | X   |     | Clarify language the copy of decree enclosed; minor edits and text changes                                                                    | 9/9/2019                        | Approved; 9/9/2019                                                                                              |
| PC-264  | P   | Decree/Transfer of Personal Property without Probate Proceedings                                                 | X   |     | Add finding for date of death; minor edits and text changes                                                                                   | 9/9/2019                        | Tabled to review findings in CMS; 9/9/2019                                                                      |
| PC-306  | P   | Request to Register Out-of-State Conservatorship                                                                 |     | X   | New format and instructions                                                                                                                   | 2/11/2019;<br>9/9/19            | Tabled for more information regarding statutory requirements under UAPPJA; 2/11/19; Approved; 9/9/2019          |
| PC-334  | P   | <b>NEW Title</b><br>Notice of Intent to Register Conservatorship in Other State                                  |     | X   | Title change to "Notice of Intent to Register Connecticut conservatorship in Another State"; new format and instructions                      | 2/11/2019;<br>9/9/19            | Tabled for more information regarding statutory requirements under UAPPJA; 2/11/19; Approved; 9/9/2019          |
| PC-364  | P   | Decree Re: Placement in an Institution for Long-Term Care and Change of Residence                                | X   |     | Add specific findings that needs cannot be met; minor edits and text changes                                                                  | 9/9/2019                        | Approved; 9/9/2019                                                                                              |
| PC-5010 | P   | Petition for Determination re: Continuance of DCF Care of Child or Youth (Voluntary)                             |     | X   | Revise instructions consistent with statute; revise footer consistent with header                                                             | 09/09/19                        | Approved; 9/9/2019                                                                                              |
| PC-620  |     | Order of Notice/Temporary Custody/Termination, Appointment of Statutory Parent or Guardian and/or Adoption       | X   |     | Remove reference to certified mail under 45a-718 - Public Act 19-47 (effective 10/1/19); text changes for consistency and eFiling preparation | 9/9/2019                        | Approved; 9/9/19; Include on next agenda for review of language regarding continued hearing on order and notice |
| PC-850  | P/C | Physician's Certificate/Involuntary Commitment of Adult with Psychiatric Disabilities/Annual Review              |     | X   | Reconsider language regarding disclosure as a representation                                                                                  | 1/7/19;<br>2/11/2019;<br>9/9/19 | Tabled to obtain input; 2/11/19; Approved 9/9/2019                                                              |
| PC-902  | P/C | <b>New title</b><br>Petition/Judicial Commitment for Treatment of Tuberculosis [No Prior Emergency Order Issued] |     | X   | Title change to "Petition/Judicial Commitment for Treatment of Tuberculosis"; new format and instructions                                     | 09/09/19                        | Approved; 9/9/2019                                                                                              |

| PC #                         | P/C | Form Name                                                                                                                | CMS | WEB | Suggested Change(s)/Action Taken                                                                                              | Date of Committee Review | Committee Action   |
|------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|
| PC-903                       | P/C | Petition/Judicial Order Continuing a Prior Emergency Commitment for Treatment of Tuberculosis                            |     | X   | New format and instructions                                                                                                   | 09/09/19                 | Approved; 9/9/2019 |
| PC-904                       | P/C | Petition/Judicial Order Enforcing Examination of Respondent for Tuberculosis                                             |     | X   | New format and instructions                                                                                                   | 09/09/19                 | Approved; 9/9/2019 |
| PC-961                       | P/C | Decree/Judicial Commitment for Treatment of Tuberculosis/Initial Commitment Order                                        | X   |     | Review and update decree                                                                                                      | 9/9/2019                 | Approved; 9/9/2019 |
| PC-962                       | P/C | Decree/Judicial Commitment for Treatment of Tuberculosis/Continuing Commitment Order                                     | X   |     | Review and update decree                                                                                                      | 9/9/2019                 | Approved; 9/9/2019 |
| PC-963                       | P/C | <b>New Title</b><br>Decree/Enforcement of Examination of Respondent for Tuberculosis                                     | X   |     | Change Title to "Decree/Enforcement of Examination of Respondent for Tuberculosis"; removed warrant; review and update decree | 9/9/2019                 | Approved; 9/9/2019 |
| PC-98XX                      | P/C | <b>New Form</b><br>Warrant/Judicial Commitment for Tuberculosis/Judicial Order Enforcing Examination for Tuberculosis    | X   |     | New form for warrant under C.G.S. §19a-265(e) and (g)                                                                         | 9/9/2019                 | Approved; 9/9/2019 |
| PC-200;<br>PC-201;<br>PC-204 | P   | Petition/Administration or Probate of Will; Petition/Ancillary Probate of Will; Petition/Declaration of Insolvent Estate |     | X   | Add instruction: "Contact the court regarding payment of newspaper notice publication."                                       | 9/9/2019                 | Approved; 9/9/2019 |

| PC #                                                                                                       | P/C | Form Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CMS | WEB | Suggested Change(s)/Action Taken                                                   | Date of Committee Review | Committee Action   |
|------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------------------------------------------------------------------------------------|--------------------------|--------------------|
| PC-300;<br>PC-302;<br>PC-309;<br>PC-3011;<br>PC-3012;<br>PC-907                                            | P   | Petition/Involuntary Appointment of Conservator; Petition/Appointment of Temporary Conservator;<br>Petition/Authority to Consent to Psychiatric Medication Treatment of Patient with Psychiatric Disabilities;<br>Petition for Appointment of Conservator of the Estate for Non-Domiciliary with Real or Tangible Personal Probate in the State; Petition/App't of Special Limited Conservator for Patient with Psychiatric Disabilities; Petition/Paternity Claim                                                                                                                                                                                                                       |     | X   | Add instruction: "Contact the court regarding payment of service of process fees." | 9/9/2019                 | Approved; 9/9/2019 |
| PC-700;<br>PC-702;<br>PC-7007;<br>PC-800;<br>PC-801;<br>PC-803;<br>PC-804;<br>PC-805;<br>PC-905;<br>PC-906 | P/C | Petition/Guardianship of Person with Intellectual Disability;<br>Petition/Sterilization of Adult; Petition for Authority to Manage Finances of a Protected Person; Petition for Commitment of Mentally Ill Child; Petition for Involuntary Commitment of Person with Psychiatric Disabilities; Petition for Involuntary Commitment/Alcohol and/or Drug Dependency; Petition for Involuntary Recommitment/Alcohol and/or Drug Dependency; Petition/Order Authorizing Shock Therapy for Patient with Psychiatric Disabilities;<br>Petition/Emancipation of Minor; Petition for Order Authorizing Psychiatric Medication Treatment for Non-Consenting Patient with Psychiatric Disabilities |     | X   | Add instruction: "Contact the court regarding payment of service of process fees." | 9/9/2019                 | Approved; 9/9/2019 |

| PC #                                                           | P/C | Form Name                                                                                                                                                                                    | CMS | WEB | Suggested Change(s)/Action Taken                                                                                                               | Date of Committee Review | Committee Action   |
|----------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|
| PC-500;<br>PC-501;<br>PC-502;<br>PC-505;<br>PC-5013;<br>PC-600 | P/C | Petition/Removal of Guardian;<br>Petition/Immediate Temporary Custody;<br>Petition/Appointment of Permanent Guardian; Petition/Appointment of Voluntary Guardian of Person Age 18 through 20 |     | X   | Add instruction: "Contact the court regarding payment of service of process fees and, if applicable, payment of newspaper notice publication." | 9/9/2019                 | Approved; 9/9/2019 |

**For Discussion purposes:**

Create new form decrees for restoration and termination in conservatorships.

Yes

Create new form decree for reinstatement in guardianship matters.

Yes

Create new/separate fiduciary certificate for GID financial authority (confidentiality concerns).

Yes

Convert CF-110 (form letter relating to Affidavit of Closing) and adapt to all relevant case types.

Yes

For decedent matters, add instruction to include names of deceased children and add relationship of beneficiary.

Yes