



CONNECTICUT PROBATE ASSEMBLY

**Regular Meeting of the  
Procedure Review Committee**

**December 4, 2023**

**9:00 a.m.**

**Office of the Probate Court Administrator**

186 Newington Rd.

West Hartford, CT 06110

**Present:** Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Kathleen Maxham, Fairfield; Hon. Robert Randich, Newington; Hon. David Shepard, Simsbury; Gale Pellegren, Chief Clerk, Torrington Area; Karen Parzych, Chief Clerk, Madison-Guilford; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Eric Rothauser of the Office of the Probate Court Administrator.

**Absent:** Hon. Mark DeGennaro, West Haven; Susan Meagher, Chief Clerk, Berlin; Loreen (Lori) Michalak, Chief Clerk, Shelton.

**Call to order:** The Chair called the meeting to order at 9:03 a.m.

**Old Business:** Minutes of the September 11, 2023 meeting of the committee were reviewed and approved upon motion by Judge Shepard, seconded by Judge Maxham.

**New Business:** The committee reviewed, discussed, and acted on new and revised forms as shown and evidenced on the attached schedule.

The next meeting of the Procedures Review Committee will be on March 4, 2024 beginning at 9:00 a.m. at the Office of the Probate Administrator.

**Adjournment:** A motion was made to adjourn by Judge Randich, seconded by Judge Shepard and the meeting was adjourned at 11:44 a.m.

Respectfully submitted,  
Eric Rothauser, Esq.  
Office of the Probate Court Administrator

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, MARCH 4, 2024 AT 9:00 A.M.**