

## OFFICE OF THE PROBATE COURT ADMINISTRATOR

PAUL J. KNIERIM Probate Court Administrator 186 NEWINGTON ROAD WEST HARTFORD, CT 06110

THOMAS E. GAFFEY Chief Counsel

TEL (860) 231-2442 FAX (860) 231-1055

HELEN B. BENNET Attorney

DEBRA COHEN Attorney

### **Probate Court Budget Committee**

Meeting Agenda Wednesday, February 27, 2013 4:00 PM

Library at the Office of the Probate Court Administrator 186 Newington Road, West Hartford

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. FY 13-14 Office Expense Budgets
- V. Compensation Policy Issues:
  - i. Promotions
  - ii. New Hires
- VI. Other Business
- VII. Schedule Next Meeting
- VIII. Adjournment





#### STATE OF CONNECTICUT

## COURT OF PROBATE, DISTRICT OF NORTH CENTRAL CONNECTICUT Serving the towns of Enfield, Somers, Stafford and Union

820 ENFIELD STREET, ENFIELD, CONNECTICUT 06082

PHONE: (860)253-6305

FAX: (860)253-6388

Timothy R.E. Keeney, Judge

December 11, 2012

Hon. Paul J. Knierim, Chair Hon. Joseph D. Marino Hon. Fred J. Anthony Probate Court Budget Committee Office of the Probate Court Administrator 186 Newington Road West Hartford, CT 06110

Re: Request for Staffing Level Adjustment

Dear Judge Knierim, Judge Marino and Judge Anthony:

On behalf of the North Central Connecticut Probate District, I wish to express my appreciation for the Committee's prior timely and responsive assistance in July and December 2011 providing temporary authorization to exceed benchmark hours (overtime). As a result of these authorizations, we were able to dramatically reduce the number of full decedent estates open over 18 months, complete all small decedent estates open over 18 months, bring all conservatorships, guardianships, and trusts current, and convert over 200 files to the new filing system of the consolidated court. However, the documented composition and volume of work in the consolidated court warrants additional staff to accomplish the services which the public deserves and the Statutes require. As a result, I seek your approval for a staffing level adjustment to address the following concerns:

- The Certified Annual Weighted Workload for Fiscal Year 2012 is considerably more than what was anticipated at the time of consolidation, based upon the combined weighted workload of the Enfield and Stafford courts. Applying the guideline of 1,050 per full-time staff person, and subtracting the children's matters that are being transferred to the Hartford Regional Children's Probate Court, I arrive at a recommended staffing level of 170 hours per week (4.25). Based upon the weighted workload for the first five months of this fiscal year, it appears we will have a similar weighted workload for Fiscal Year 2013.
- Though the Court operates at a high level of efficiency, it is difficult, and sometimes impossible, for the Chief
  Clerk to perform her duties during normal working hours. She is currently assisting other staff persons with their
  workload in all areas, in addition to her normal duties.
- The public traffic at the Enfield office of the court is extremely heavy, often requiring two or three staff persons to wait on the public at the same time. Staff members often shorten or forego their lunch break due to the volume of public traffic, which limits their ability to address other duties.



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- Although staff persons are quite proficient in maintaining their case-type files and processing applications and other documents, following up on past due filings and recordkeeping functions (Probate Regulation 10.5) are often postponed and cannot be addressed in a timely manner. In addition, original records continue to be stored in the vault for decedent's estates from the 1970s and children's matters from the 1950s (estimated to be over 8,000 files). Staff persons do not have time to review said files to determine whether additional documents need to be recorded or if they can be destroyed.
- A cyclical problem has developed regarding the regular destruction of records that takes place after a CD is burned from Laserfiche (Regulation 10.9) and converted to microfilm. Destruction of records is often left undone due to staff obligations performing their other duties. When a CD is burned approximately every three months, if the staff have not had time to destroy the files from the prior media set, the court now holds double the files that require shredding. The staff is always playing catch up with destruction of files. Therefore, in addition to non-compliance with the Regulation, it also creates a shelf-space issue.

Consequently, I respectfully request your consideration to increase our staffing level from 3.7 to 4.25, an increase of 22 hours per week for an Assistant Clerk. Commensurate with the necessary staffing increase, I also request the Chief Clerk's classification be changed to Chief Clerk II due to the breadth of her responsibilities and voluminous work requirements. It is my intention to have the person filling the new position to focus on scanning and recordkeeping, with additional responsibilities supporting other staff members.

I would be happy to discuss this request in further detail. Thank you for your time and consideration.

Sincerely,

Timothy R.E. Keene

Judge

TREK/lc



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NORTH CENTRAL CT PROBATE DISTRICT 11

PAUL J. KNIERIM Probate Court Administrator

THOMAS E. GAFFEY Chief Counsel

HELEN B. BENNET
Attorney

DEBRA COHEN Attorney OFFICE OF THE PROBATE COURT ADMINISTRATOR

November 19, 2012

186 NEWINGTON ROAD WEST HARTFORD, CT 06110 TEL (860) 231-2442 FAX (860) 231-1055

Hon. Timothy R. Keeney North Central Connecticut Probate District 820 Enfield Street Enfield, CT 06082

Dear Judge Keeney:

In a letter from this office dated October 5, 2012, we informed you of your preliminary Weighted Workload for January 1, 2012 through June 30, 2012 and provided you with an opportunity to report information that would result in an adjustment to your final computation.

Since we did not receive additional information from your court, the computation for Fiscal Year 2012 Weighted Workload is as follows:

Certified Weighted Workload for July 1, 2011 through December 31, 2011 is 2208. Certified Weighted Workload for January 1, 2012 through June 30, 2012 is 2339.

The Total Certified Annual Weighted Workload for Fiscal Year 2012 is 4547.

Thank you and your staff for your cooperation.

Very truly yours,

Helen B. Bennet

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### Office Expense Budget FY 2014 Budget July 1, 2013 - June 30, 2014

Budget Committee Meeting - February 27, 2013

**Budget Proposal** 

District:

District Nos.:

1 through 54

No. of Employees (Judge and Court Staff)

354

Description	FY 2013	FY 2014	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,880	32,400	\$600 per district
Dues	98,918	95,250	Probate Assembly = \$1,600; Other = \$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	46,030	47,791	Court proposal, subject to \$1,500 maximum
Coffee/Tea/Holiday/Special Occ	28,880	28,320	\$80 per person
Other Expenses	49,780	49,200	\$500 per district
TOTAL EXPENSES	256,488	252,961	

<sup>\*\*</sup> Represents number of individuals (not FTE)

# Office Expense Budget- FY 2014 Budget July 1, 2012 - June 30, 2014

**Budget Committee Meeting - February 27, 2013** 

RCPC: All RCPCs Budget Proposal

District No.: 55-60

No. of Employees (Judge and Court Staff) 48 Represents number of individuals (not FTE)

	FY 2013	FY 2014	
Description			Budget Committee Assumptions
Rent and Taxes	202,587	260,121	Court proposal
Repairs, Maint and Utilities	65,000	71,050	Court proposal
Office Supplies	33,000	37,300	Court proposal
Office Furniture and Equip	25,900	29,500	Court proposal (increase due to needed new file cabinets)
Postage Equip and Fees	30,500	38,700	Court proposal
Legal Notices and Ads	16,200	18,700	Court proposal
Liability Insurance	7,637	9,520	Court proposal (increase based on agent estimate)
Educ/Seminars/Mtgs	6,800	6,800	\$600 per district, plus \$200 per PCO
Dues	1,250	1,200	\$25 per person average (Excludes bar and NCPJ dues)
Subscriptions	2,125	2,125	Court proposal
Coffee/Tea/Holiday/Special Occasion	4,370	3,840	\$80 per person
Other Expenses	3,000	3,500	\$500 per district
TOTAL EXPENSES	398,369	482,356	

Educ/Seminars/Mtg Budget Committee Meeting - Feb 27, 2013

No.	District Name	FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	600	600	-
2	West Hartford Probate District	600	600	
3	Tobacco Valley	600	600	·····
4	Greater Windsor	600	600	-
5	East Hartford Probate District	600	600	
6	Glastonbury-Hebron Probate District	600	600	
7	Newington Probate District	600	600	•
8	Berlin Probate District	600	600	-
9	Simsbury Regional Probate District	600	600	
	Farmington-Burlington Probate District	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington Probate District	600	600	-
	Greater Manchester Probate District	600	600	-
	Region # 14 Probate District	600	600	
	Middletown Probate District	600	600	-
	Meriden Probate District	600	600	-
	Wallingford Probate District	600	600	-
	Cheshire-Southington	600	600	
	Region # 19 Probate District	600	600	-
	Waterbury Probate District	600	600	
		600	600	
	Naugatuck Probate District	600	600	
	Region # 22 Probate District	600	600	
	Torrington Area Probate District		600	
	Litchfield Hills Probate District	600	600	
	Tolland-Mansfield Probate District	600	600	
	Northeast Probate District	600	600	
	Plainfield-Killingly Regional	600		
	Windham-Colchester Probate District	600	600	
	Norwich Probate District	600	600	<u> </u>
	Southeastern CT Regional	600	600	-
31	New London Probate District	600	600	<u> </u>
32	Niantic Regional Probate District	600	600	-
	Saybrook Probate District	600	600	-
34	Madison-Guilford Probate District	600	600	<u>.                                      </u>
35	Branford-North Branford Probate District	600	600	-
36	East Haven-North Haven Probate Distric	600	600	<u>.                                      </u>
37	Hamden-Bethany Probate District	600	600	
38	New Haven Probate District	600	600	<u> </u>
39	West Haven Probate District	600	600	-
_	Milford-Orange Probate District	600	600	-
	Derby Probate District	600	600	<u> </u>
42	Shelton Probate District	600	600	
43	Danbury Probate District	600	600	-
44	Housatonic Probate District	600	600	
45	Northern Fairfield County Probate Distric	600	600	<u> </u>
46	Trumbull Probate District	600	600	-
47	Strafford Probate District	600	600	
48	Bridgeport Probate District	600	600	-
_	Fairfield Probate District	600	600	-
	Westport Probate District	600	600	-
	Norwalk-Wilton Probate District	600	600	-
	Darien-New Canaan Probate District	600	600	-
	Stamford Probate District	600	600	-
	Greenwich Probate District	600	600	-
	SUBTOTAL	32,400	32,400	
	New Haven Regional Children's	1,400	1,400	-
	Central CT Regional Children's	1,000	1,000	-
	New London Regional Children's	1,000	1,000	
	Waterbury Regional Children's  Northeast Regional Children's	1,000 1,000	1,000 1,000	-
	Hartford Regional Children's	1,400	1,400	<del>-</del>
		6,800	6,800	
	SUBTOTAL	0,000	0,000	

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Budget Committee Meeting - Feb 27, 2013

		1	Daaget Con	irrittee Weeting -	1 00 27, 2010
No.	District Name	# of Court Staff	FY14 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford Probate District	11	1,875	1,875	(
2	West Hartford Probate District	10	1,850	1,850	
3	Tobacco Valley	5	1,725	1,725	(
4	Greater Windsor	5	1,725	1,725	
5	East Hartford Probate District	6	1,750	1,750	(
	Glastonbury-Hebron Probate District	4.	1,700	1,700	(
	Newington Probate District	8	1,800	1,800	
		7	1,775	1,775	
	Berlin Probate District				
ļ	Simsbury Regional Probate District	8	1,800	1,800	(
	Farmington-Burlington Probate District	6	1,750	1,750	(
_	North Central Connecticut	6	1,750	1,750	
12	Ellington Probate District	5	1,725	1,725	(
13	Greater Manchester Probate District	7	1,775	1,775	
14	Region # 14 Probate District	4	1,700	1,700	C
15	Middletown Probate District	6	1,750	1,750	C
16	Meriden Probate District	3	1,675	1,675	
	Wallingford Probate District	5	1,725	1,725	
		5	1,725	1,725	
	Cheshire-Southington				
	Region # 19 Probate District	11	1,875	1,875	
20	Waterbury Probate District	9	1,825	1,825	
21	Naugatuck Probate District	5	1,725	1,725	C
22	Region # 22 Probate District	9	1,825	1,825	
23	Torrington Area Probate District	6	1,750	1,750	
24	Litchfield Hills Probate District	6	1,750	1,750	
25	Tolland-Mansfield Probate District	4	1,700	1,700	ť
	Northeast Probate District	5	1,725	1,725	(
	Plainfield-Killingly Regional	4	1,700	1,700	
	Windham-Colchester Probate District	5	1,725	1,725	(
		6			
	Norwich Probate District		1,750	1,750	
	Southeastern CT Regional	8	1,800	1,800	
	New London Probate District	6	1,750	1,750	
32	Niantic Regional Probate District	. 6	1,750	1,750	
33	Saybrook Probate District	10	1,850	1,850	
34	Madison-Guifford Probate District	5	1,725	1,725	C
35	Branford-North Branford Probate Distric	4	1,700	1,700	C
36	East Haven-North Haven Probate Distri	5	1,725	1,725	
	Hamden-Bethany Probate District	5	1,725	1,725	C
	New Haven Probate District	14	1,950	1,950	C
	West Haven Probate District	9		· · · · · · · · · · · · · · · · · · ·	C
			1,825	1,825	
	Milford-Orange Probate District	6	1,750	1,750	C
41	Derby Probate District	6	1,750	1,750	<u>c</u>
42	Shelton Probate District	. 5	1,725	1,725	C
43	Danbury Probate District	6	1,750	1,750	C
44	Housatonic Probate District	6	1,750	1,750	C
45	Northern Fairfield County Probate Distri	5	1,725	1,725	C
	Trumbull Probate District	4	1,700	1,700	C
	Stratford Probate District	6	1,750	1,750	
	Bridgeport Probate District	14	1,950	1,950	C
		7			
	Fairfield Probate District		1,775	1,775	
	Westport Probate District	4	1,700	1,700	(
	Norwalk-Witton Probate District	9	1,825	1,825	
	Darien-New Canaan Probate District	6	1,750	1,750	(
	Stamford Probate District	11	1,875	1,875	
54	Greenwich Probate District	6	1,750	1,750	C
	SUBTOTAL	354	95,250	95,250	-
	New Haven Regional Children's	13	325	325	(
		5	125	125	
56	Central CT Regional Children's				
56 57	New London Regional Children's	5	125	125	
56 57 58	New London Regional Children's Waterbury Regional Children's	5 7	175	175	
56 57 58 59	New London Regional Children's Waterbury Regional Children's Northeast Regional Children's	5 7 5	175 125	175 125	(
56 57 58 59	New London Regional Children's Waterbury Regional Children's Northeast Regional Children's Hartford Regional Children's	5 7 5 13	175 125 325	175 125 325	(
56 57 58 59	New London Regional Children's Waterbury Regional Children's Northeast Regional Children's	5 7 5	175 125	175 125	( ( (

2   West Hartford Probate District		Subscriptions	Budget Com
Hartford Probate District			
Hartford Probate District			
2 West Hartford Probate District 3 Tobacco Valley 4 Greater Windsor 5 East Hartford Probate District 6 Glastonbury-Hebron Probate District 7 Newington Probate District 8 Berlin Probate District 8 Berlin Probate District 9 Simsbury Regional Probate District 10 Farmington-Burlington Probate District 11 North Central Connecticut 12 Ellington Probate District 13 Greater Manchester Probate District 14 Region # 14 Probate District 15 Middletown Probate District 16 Menden Probate District 17 Wallingford Probate District 18 Cheshire-Southington 19 Region # 19 Probate District 19 Region # 19 Probate District 10 Naugetuck Probate District 11 Naugetuck Probate District 11 Naugetuck Probate District 12 Region # 22 Probate District 11 Naugetuck Probate District 12 Naugetuck Probate District 11 Naugetuck Probate District 12 Northeast Probate District 12 Northeast Probate District 13 Greater Manchester Probate District 14 Region # 22 Probate District 15 Northeast Probate District 16 Menden Probate District 17 Vallingford Probate District 17 Vallingford Probate District 18 Cheshire-Southington 19 Region # 22 Probate District 19 Region # 22 Probate District 10 Valler Hills Probate District 10 Vindham-Colchester District 11 Vindham-Colchester District 12 Vindham-Colchester District 13 Vindham-Colchester District 14 Vindham-Colchester District 15 Vindham-Colchester District 16 Vindham-Colc	No.	District Name	FY14 Budget
3   Tobacco Valley	1	Hartford Probate District	845
Greater Windsor			-
Seast Hartford Probate District			
Seast Hartford Probate District			1 500
B Glastonbury-Hebron Probate District			- 1,000
Newington Probate District			
8 Berlin Probate District 1,500 9 Simsbury Regional Probate District 1,500 10 Farmington-Burlington Probate District 1,500 11 North Central Connecticut - 12 Ellington Probate District - 13 Greater Manchester Probate District 1,500 14 Region # 14 Probate District 1,500 15 Middletown Probate District 1,500 16 Menden Probate District 1,500 17 Wallingford Probate District 3,500 18 Cheshire-Southington 800 19 Region # 19 Probate District 1,500 20 Waterbury Probate District 1,500 21 Naugetuck Probate District 1,500 22 Region # 22 Probate District 1,500 23 Tomngton Area Probate District 1,500 24 Litchfield Hills Probate District 1,500 25 Tolland-Mansfield Probate District 7,500 26 Northeast Probate District 2,500 27 Plainfield-Killingty Regional 1,750 28 Windham-Colchester Probate District 300 30 Southeastern CT Regional 1,750 31 New London Probate District 1,500 32 Nantic Regional Probate District 1,500 33 Saybrook Probate District 1,500 34 Madison-Guilfford Probate District 1,500 35 Branford-North Branford Probate District 1,500 36 East Haven-North Haven Probate District 1,500 37 Hamden-Bethany Probate District 1,500 38 New Haven Probate District 1,500 39 West Haven Probate District 1,500 40 Millford-Orange Probate District 1,500 41 Derby Probate District 1,500 42 Shelton Probate District 1,500 43 Regional Probate District 1,500 44 Housatonic Probate District 1,500 45 Shelton Probate District 1,500 46 Trumbull Probate District 1,500 47 Stratford Probate District 1,500 48 Bindgeport Probate District 1,500 49 Fairfield Probate District 1,500 40 Millford-Orange Probate District 1,500 41 Derby Probate District 1,500 42 Shelton Probate District 1,500 43 Danbury Probate District 1,500 44 Housatonic Probate District 1,500 45 Stratford Probate District 1,500 46 Trumbull Probate District 1,500 47 Stratford Probate District 1,500 48 Bindgeport Probate District 1,500 49 Segrenwich Probate District 1,500 50 Westport Probate District 1,500 51 Norwalk-Wilton Probate District 1,500 52 Darien-New Canaan Probate District 1,500 53 St			
Simsbury Regional Probate District   1,500			-
10   Farmington-Burlington Probate District   1,500	8	Berlin Probate District	
11 North Central Connecticut	9	Simsbury Regional Probate District	1,500
12   Ellington Probate District	10	Farmington-Burlington Probate District	1,500
13 Greater Manchester Probate District 1,500 14 Region # 14 Probate District 1,500 15 Middletown Probate District 5,500 16 Menden Probate District 1,500 17 Wallingford Probate District 3,500 18 Cheshire-Southington 8,000 19 Region # 19 Probate District 1,500 20 Waterbury Probate District 1,500 21 Naugatuck Probate District 1,500 22 Region # 22 Probate District 1,500 23 Tormigton Area Probate District 1,500 24 Litchfield Hills Probate District 1,500 25 Tolland-Mansfield Probate District 7,500 26 Northeast Probate District 2,500 27 Plainfield-Killingly Regional 1,75 28 Windham-Colchester Probate District 3,500 30 Southeastern CT Regional 7,500 31 New London Probate District 1,500 32 Niantic Regional Probate District 1,500 33 Saybrook Probate District 1,500 34 Medison-Guilford Probate District 1,500 35 Branford-North Branford Probate District 1,500 36 East Haven-North Haven Probate District 1,500 37 Hamden-Bethany Probate District 1,500 38 New Haven Probate District 1,500 39 West Haven Probate District 1,500 40 Milford-Orange Probate District 1,500 41 Derby Probate District 1,500 42 Shelton Probate District 1,500 43 Branford-North Branford Probate District 1,500 44 Housatonic Probate District 1,500 45 Shelton Probate District 1,500 46 Trumbull Probate District 1,500 47 Stratford Probate District 1,500 48 Bndgeport Probate District 1,500 49 Fairfield Probate District 1,500 40 Fairfield Probate District 1,500 41 Derby Probate District 1,500 42 Shelton Probate District 1,500 43 Stratford Probate District 1,500 44 Housatonic Probate District 1,500 45 Greenwich Probate District 1,500 46 Trumbull Probate District 1,500 57 New Haven Regional Children's 3,500 58 Waterbury Regional Children's 3,500 59 Northeast Regional Children's 3,500 59 Northeast Regional Children's 3,500 59 Northeast Regional Children's 3,500 60 Hartford Regional Children's 600	11	North Central Connecticut	
14 Region # 14 Probate District         1,500           15 Middletown Probate District         500           16 Menden Probate District         1,500           17 Wallingford Probate District         3,00           18 Cheshire-Southington         8,00           19 Region # 19 Probate District         1,500           20 Waterbury Probate District         1,500           21 Naugetuck Probate District         1,500           22 Region # 22 Probate District         1,500           23 Tomington Area Probate District         1,500           24 Litchfield Hills Probate District         7,500           25 Tolland-Mansfield Probate District         2,500           26 Northeast Probate District         2,500           27 Plainfield-Killingly Regional         1,750           28 Windham-Colchester Probate District         3,00           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Haven Probate District         1,500           36 East Haven-North Haven Probate District         1,500           37 Ham	12	Ellington Probate District	•
14 Region # 14 Probate District         1,500           15 Middletown Probate District         500           16 Menden Probate District         1,500           17 Wallingford Probate District         3,00           18 Cheshire-Southington         8,00           19 Region # 19 Probate District         1,500           20 Waterbury Probate District         1,500           21 Naugetuck Probate District         1,500           22 Region # 22 Probate District         1,500           23 Tomington Area Probate District         1,500           24 Litchfield Hills Probate District         7,500           25 Tolland-Mansfield Probate District         2,500           26 Northeast Probate District         2,500           27 Plainfield-Killingly Regional         1,750           28 Windham-Colchester Probate District         3,00           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Haven Probate District         1,500           36 East Haven-North Haven Probate District         1,500           37 Ham	13	Greater Manchester Probate District	1,500
15         Middletown Probate District         500           16         Meniden Probate District         1,500           17         Wallingford Probate District         300           18         Cheshire-Southington         800           19         Region # 19 Probate District         1,500           20         Waterbury Probate District         1,500           21         Naugetuck Probate District         1,500           22         Region # 22 Probate District         1,500           23         Tormington Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolliand-Mansfield Probate District         250           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         1,75           28         Windham-Colchester Probate District         300           29         Norwich Probate District         300           30         Southeastern CT Regional         1,500           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500			1,500
16         Menden Probate District         1,500           17         Wallingford Probate District         300           18         Cheshire-Southington         800           19         Region # 19 Probate District         1,500           20         Waterbury Probate District         1,500           21         Naugetuck Probate District         1,500           22         Region # 22 Probate District         1,500           23         Tormgton Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolland-Mansfield Probate District         -           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         1,75           28         Windham-Colchester Probate District         300           30         Norwich Probate District         500           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Naybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500			
17         Wallingford Probate District         300           18         Cheshire-Southington         800           19         Region # 19 Probate District         1,500           20         Waterbury Probate District         1,500           21         Naugatuck Probate District         1,500           22         Region # 22 Probate District         1,500           23         Tormgton Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolland-Mansfield Probate District         250           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         1,75           28         Windham-Colchester Probate District         300           30         Nowich Probate District         500           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guifford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         <			
18 Cheshire-Southington         800           19 Region # 19 Probate District         1,500           20 Waterbury Probate District         1,000           21 Naugatuck Probate District         1,500           22 Region # 22 Probate District         1,500           23 Tomington Area Probate District         1,500           24 Litchfield Hills Probate District         750           25 Tolliand-Mansfield Probate District         250           26 Northeast Probate District         250           27 Plainfield-Killingly Regional         175           28 Windham-Colchester Probate District         300           30 Norwich Probate District         500           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Branford Probate District         1,500           36 East Haven-North Haven Probate District         1,500           37 Hamden-Bethany Probate District         1,500           38 New Haven Probate District         1,500           40 Milford-Orange Probate District         1,500           41 De			
19   Region # 19 Probate District			
20         Waterbury Probate District         1,000           21         Naugatuck Probate District         1,500           22         Region # 22 Probate District         1,500           23         Tomington Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolland-Mansfield Probate District         250           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Harmden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate Distric			
21 Naugatuck Probate District         1,500           22 Region # 22 Probate District         1,500           23 Tormington Area Probate District         1,500           24 Litchfield Hills Probate District         750           25 Tolland-Mansfield Probate District         -           26 Northeast Probate District         250           27 Plainfield-Killingly Regional         175           28 Windham-Colchester Probate District         300           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Branford Probate District         1,500           36 East Haven-North Haven Probate District         1,500           37 Hamden-Bethany Probate District         1,500           39 West Haven Probate District         1,500           40 Milford-Orange Probate District         1,500           41 Derby Probate District         1,000           42 Shelton Probate District         1,000           43 Danbury Probate District         1,000           44 Housatonic Probate District         1,000           45			1,500
22         Region # 22 Probate District         1,500           23         Tornington Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolland-Mansfield Probate District         25           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Harmden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelfon Probate District	20	Waterbury Probate District	1,000
23         Tomngton Area Probate District         1,500           24         Litchfield Hills Probate District         750           25         Tolland-Mansfield Probate District         -           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Hamden-Bethany Probate District         1,500           39         West Haven Probate District         1,500           40         Millford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Housatonic Probate District	21	Naugatuck Probate District	1,500
24 Litchfield Hills Probate District         750           25 Tolland-Mansfield Probate District         -           26 Northeast Probate District         250           27 Plainfield-Killingly Regional         175           28 Windham-Colchester Probate District         300           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Branford Probate District         1,500           36 East Haven-North Haven Probate District         1,500           37 Hamden-Bethany Probate District         1,500           38 West Haven Probate District         1,500           40 Milford-Orange Probate District         1,500           41 Derby Probate District         1,000           42 Shelton Probate District         1,000           43 Danbury Probate District         1,000           44 Housatonic Probate District         1,000           45 Northern Fairfield County Probate District         1,500           46 Trumbull Probate District         1,500           47 Stratford Probate District         1,500	22	Region # 22 Probate District	1,500
25         Tolland-Mansfield Probate District         -           26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District	23	Tomington Area Probate District	1,500
26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           39         Norwich Probate District         500           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District	24	Litchfield Hills Probate District	750
26         Northeast Probate District         250           27         Plainfield-Killingly Regional         175           28         Windham-Colchester Probate District         300           39         Norwich Probate District         500           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         1,500           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District	25	Tolland-Mansfield Probate District	
27 Plainfield-Killingly Regional         175           28 Windham-Colchester Probate District         300           29 Norwich Probate District         500           30 Southeastern CT Regional         -           31 New London Probate District         1,500           32 Niantic Regional Probate District         1,500           33 Saybrook Probate District         1,500           34 Madison-Guilford Probate District         1,500           35 Branford-North Branford Probate District         1,500           36 East Haven-North Haven Probate District         380           37 Hamden-Bethany Probate District         1,500           38 West Haven Probate District         1,500           40 Milford-Orange Probate District         1,500           41 Derby Probate District         1,000           42 Shelton Probate District         1,000           43 Danbury Probate District         1,000           44 Housatonic Probate District         1,500           45 Northern Fairfield County Probate District         1,361           46 Trumbull Probate District         1,361           47 Stratford Probate District         1,500           48 Bndgeport Probate District         1,500           50 Westport Probate District         1,500           51 Norwalk			250
28         Windham-Colchester Probate District         300           29         Norwich Probate District         500           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District         1,361           46         Trumbull Probate District         1,361           47         Stratford Probate District         <			
29         Norwich Probate District         500           30         Southeastern CT Regional         -           31         New London Probate District         1,500           32         Niantic Regional Probate District         1,500           33         Saybrook Probate District         1,500           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District         1,361           46         Trumbull Probate District         1,361           47         Stratford Probate District         1,500           48         Badgeport Probate District         1,50			
30   Southeastern CT Regional			
31         New London Probate District         1,500           32         Niantic Regional Probate District         150           33         Saybrook Probate District         1,000           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shetton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,000           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Badgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District <td< td=""><td></td><td></td><td></td></td<>			
32         Niantic Regional Probate District         150           33         Saybrook Probate District         1,000           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,200           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shelton Probate District         1,000           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,000           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         1,361           47         Stratford Probate District         1,500           48         Bradgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District			
33         Saybrook Probate District         1,000           34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate District         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,200           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,361           46         Trumbull Probate District         1,361           47         Stratford Probate District         1,500           48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District	31	New London Probate District	1,500
34         Madison-Guilford Probate District         1,500           35         Branford-North Branford Probate Distric         1,500           36         East Haven-North Haven Probate District         380           37         Hamden-Bethany Probate District         1,500           38         New Haven Probate District         1,500           40         Milford-Orange Probate District         1,200           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         1,500           45         Northern Fairfield County Probate District         1,361           46         Trumbull Probate District         1,361           47         Stratford Probate District         1,500           48         Badgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District	32	Niantic Regional Probate District	150
35         Branford-North Branford Probate Distric         1,500           36         East Haven-North Haven Probate District         1,500           37         Hamden-Bethany Probate District         380           38         New Haven Probate District         1,500           39         West Haven Probate District         1,200           40         Milford-Orange Probate District         1,000           41         Derby Probate District         -           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bindgeport Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -	33	Saybrook Probate District	1,000
36 East Haven-North Haven Probate District         1,500           37 Hamden-Bethany Probate District         380           38 New Haven Probate District         1,500           39 West Haven Probate District         1,200           40 Milford-Orange Probate District         1,500           41 Derby Probate District         1,000           42 Shelton Probate District         -           43 Danbury Probate District         1,000           44 Housatonic Probate District         600           45 Northern Fairfield County Probate District         1,361           47 Stratford Probate District         380           48 Bndgeport Probate District         1,500           49 Fairfield Probate District         1,500           50 Westport Probate District         1,500           51 Norwalk-Wilton Probate District         1,500           52 Darien-New Canaan Probate District         1,500           53 Stamford Probate District         1,500           54 Greenwich Probate District         1,500           55 New Haven Regional Children's         -           56 Central CT Regional Children's         375           57 New London Regional Children's         600           58 Waterbury Regional Children's         600           59 Northeast Regional Child	34	Madison-Guifford Probate District	1,500
37         Hamden-Bethany Probate District         380           38         New Haven Probate District         1,500           39         West Haven Probate District         1,200           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500	35	Branford-North Branford Probate Distric	1,500
37         Hamden-Bethany Probate District         380           38         New Haven Probate District         1,500           39         West Haven Probate District         1,200           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500	36	East Haven-North Haven Probate Distric	1,500
38 New Haven Probate District         1,500           39 West Haven Probate District         1,200           40 Milford-Orange Probate District         1,500           41 Derby Probate District         1,000           42 Shefton Probate District         -           43 Danbury Probate District         1,000           44 Housatonic Probate District         600           45 Northern Fairfield County Probate District         1,361           46 Trumbull Probate District         380           47 Stratford Probate District         380           48 Bndgeport Probate District         1,500           49 Fairfield Probate District         1,500           50 Westport Probate District         1,500           51 Norwalk-Wilton Probate District         1,500           52 Darien-New Canaan Probate District         1,500           53 Stamford Probate District         1,500           54 Greenwich Probate District         1,500           55 New Haven Regional Children's         -           56 Central CT Regional Children's         375           57 New London Regional Children's         305           58 Waterbury Regional Children's         -           59 Northeast Regional Children's         -           60 Hartford Regional Children's			
39         West Haven Probate District         1,200           40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,361           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Danien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500           54         Greenwich Probate District         1,500           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375			
40         Milford-Orange Probate District         1,500           41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500           54         Greenwich Probate District         1,500           54         Greenwich Probate District         1,500           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375			
41         Derby Probate District         1,000           42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         300           58         Waterbury Regional Children's         600 <t< td=""><td></td><td></td><td></td></t<>			
42         Shelton Probate District         -           43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         1,500           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New Haven Regional Children's         375           57         New Lendory Regional Children's         300           59         Northeast Regional Children's         -           60         Hartford Regional Children's         -			
43         Danbury Probate District         1,000           44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New London Regional Children's         375           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			1,000
44         Housatonic Probate District         600           45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         380           47         Stratford Probate District         1,500           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New Haven Regional Children's         375           57         New London Regional Children's         300           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			<del></del>
45         Northern Fairfield County Probate District         1,500           46         Trumbull Probate District         1,361           47         Stratford Probate District         380           48         Bidgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New Haven Regional Children's         375           57         New London Regional Children's         300           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800	43	Danbury Probate District	1,000
46         Trumbull Probate District         1,361           47         Stratford Probate District         380           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         -           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New Haven Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800	44	Housatonic Probate District	600
46         Trumbull Probate District         1,361           47         Stratford Probate District         380           48         Bindgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         -           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           55         New Haven Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800	45	Northern Fairfield County Probate Distri	1,500
47         Stratford Probate District         380           48         Bidgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         -           54         Greenwich Probate District         -           54         Greenwich Probate District         -           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         300           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800	46	Trumbull Probate District	1,361
48         Bndgeport Probate District         1,500           49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			380
49         Fairfield Probate District         1,500           50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         375           56         Central CT Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			1,500
50         Westport Probate District         1,500           51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         -           56         Central CT Regional Children's         355           57         New London Regional Children's         300           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			
51         Norwalk-Wilton Probate District         1,500           52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         360           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			
52         Darien-New Canaan Probate District         1,500           53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			
53         Stamford Probate District         1,500           54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			
54         Greenwich Probate District         -           SUBTOTAL         47,791           55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800		····	1,500
SUBTOTAL			1,500
55         New Haven Regional Children's         -           56         Central CT Regional Children's         375           57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800	54		
56 Central CT Regional Children's         375           57 New London Regional Children's         350           58 Waterbury Regional Children's         600           59 Northeast Regional Children's         -           60 Hartford Regional Children's         800			47,791
57         New London Regional Children's         350           58         Waterbury Regional Children's         600           59         Northeast Regional Children's         -           60         Hartford Regional Children's         800			
58 Waterbury Regional Children's 600 59 Northeast Regional Children's - 60 Hartford Regional Children's 800			
59 Northeast Regional Children's - 80 Hartford Regional Children's 800			
60 Hartford Regional Children's 800			
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Coffee/Tea/Holiday/Special Occasion Budget Committee Meeting - Feb 27, 2013

Hartford Probate District  West Hartford Probate District  Tobacco Valley  Greater Windsor  East Hartford Probate District  Glastonbury-Hebron Probate District  Berlin Probate District  Berlin Probate District  Berlin Probate District  Simsbury Regional Probate District  Farmington-Burlington Probate District  North Central Connecticut  Ellington Probate District  Greater Manchester Probate District  Region # 14 Probate District  Middletown Probate District  Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Waterbury Probate District  Naugatuck Probate District  Region # 22 Probate District	11 10 5 5 6 4 8 7 8 6 6 6 5 7 7 4 6 3 3 5 5	880 800 400 400 480 320 640 560 640 480 400 560 320 480 480	880 800 400 480 320 640 560 640 480 480 400 560 320 480	(under) guidel
West Hartford Probate District Tobacco Valley Greater Windsor East Hartford Probate District Glastonbury-Hebron Probate District Newington Probate District Berlin Probate District Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Ellington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	5 5 6 4 8 7 8 6 6 6 5 7 4 6 3 5 5	400 400 480 320 640 560 640 480 400 560 320 480 240 400	400 400 480 320 640 560 640 480 480 400 560 320 480 240	
Greater Windsor  East Hartford Probate District  Glastonbury-Hebron Probate District  Newington Probate District  Berlin Probate District  Berlin Probate District  Simsbury Regional Probate District  Farmington-Burlington Probate District  North Central Connecticut  Ellington Probate District  Greater Manchester Probate District  Region # 14 Probate District  Middletown Probate District  Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Waterbury Probate District	5 6 4 8 7 8 6 6 5 7 4 6 3 5 5	400 480 320 640 560 640 480 400 560 320 480 240 400	400 480 320 640 560 640 480 480 400 560 320 480 240	
East Hartford Probate District Glastonbury-Hebron Probate District Newington Probate District Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	5 6 4 8 7 8 6 6 5 7 4 6 3 5 5	400 480 320 640 560 640 480 400 560 320 480 240 400	480 320 640 550 640 480 480 400 560 320 480 240	
East Hartford Probate District Glastonbury-Hebron Probate District Newington Probate District Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	6 4 8 7 8 6 6 5 7 4 6 3 5 5	480 320 640 560 640 480 480 400 560 320 480 240	480 320 640 550 640 480 480 400 560 320 480 240	
Glastonbury-Hebron Probate District Newington Probate District Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	4 8 7 8 6 6 5 7 4 6 3 5 5	320 640 560 640 480 480 400 560 320 480 240	320 640 560 640 480 480 400 560 320 480 240	
Newington Probate District Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	8 7 8 6 6 5 7 4 6 3 5 5	640 560 640 480 480 400 560 320 480 240 400	640 550 640 480 480 400 560 320 480 240	
Berlin Probate District Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District	7 8 6 6 5 7 4 6 3 5 5	560 640 480 480 400 560 320 480 240	560 640 480 480 400 560 320 480 240	
Simsbury Regional Probate District Farmington-Burlington Probate District North Central Connecticut Effington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Waterbury Probate District	8 6 6 5 7 4 6 3 5 5	640 480 480 400 560 320 480 240 400	640 480 480 400 560 320 480 240	
Farmington-Burlington Probate District  North Central Connecticut  Ellington Probate District  Greater Manchester Probate District  Region # 14 Probate District  Middletown Probate District  Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Waterbury Probate District	6 6 5 7 4 6 3 5 5	480 480 400 560 320 480 240 400	480 480 400 560 320 480 240	
North Central Connecticut  Ellington Probate District  Greater Manchester Probate District  Region # 14 Probate District  Middletown Probate District  Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Naugatuck Probate District	6 5 7 4 6 3 5 5	480 400 560 320 480 240 400	480 400 560 320 480 240	
Ellington Probate District Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	5 7 4 6 3 5 5	400 560 320 480 240 400	400 560 320 480 240	
Greater Manchester Probate District Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	7 4 6 3 5 5	560 320 480 240 400	560 320 480 240	
Region # 14 Probate District Middletown Probate District Meriden Probate District Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	4 6 3 5 5	320 480 240 400	320 480 240	
Middletown Probate District  Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Naugatuck Probate District	6 3 5 5	480 240 400	480 240	
Meriden Probate District  Wallingford Probate District  Cheshire-Southington  Region # 19 Probate District  Waterbury Probate District  Naugatuck Probate District	3 5 5 11	240 400	240	
Wallingford Probate District Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	5 5 11	400		
Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	5 11		400	
Cheshire-Southington Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	11	400	400	
Region # 19 Probate District Waterbury Probate District Naugatuck Probate District	11	400	400	
Waterbury Probate District Naugatuck Probate District	1	880	880	
Naugatuck Probate District	1 81	720	720	
	<del>                                     </del>	1		
Region # 22 Probate District	5	400	400	
	9	720	720	
Torrington Area Probate District	6	480	480	
Litchfield Hills Probate District	6	480	480	
Tolland-Mansfield Probate District	4	320	320	
Northeast Probate District	5	400	400	
Plainfield-Killingly Regional	4	320	320	
Windham-Colchester Probate District	5	400	400	
Norwich Probate District	6	480	480	
Southeastern CT Regional	8	640	640	
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	1			
East Haven-North Haven Probate District	1	1	400	
Hamden-Bethany Probate District	5	400	400	
New Haven Probate District	14	1,120	1,120	
West Haven Probate District	9	720	720	
Milford-Orange Probate District	6	480	480	
Derby Probate District	6	480	480	
<del></del>	† <del></del>			
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	† · · · · · · · · · · · · · · · · · · ·			
Stratford Probate District	† 1			
Bridgeport Probate District	14	1,120	1,120	
Fairfield Probate District	7	560	560	
Westport Probate District	4	320	320	
Norwalk-Wilton Probate District	9	720	720	
Darien-New Canaan Probate District	6	480	480	
Stamford Probate District	11	880	880	
Greenwich Probate District	6	480	480	
SUBTOTAL	354	28,320	28,320	
New Haven Regional Children's	13	1,040	1,040	
Central CT Regional Children's	5	400	400	
New London Regional Children's	5	400	400	
Waterbury Regional Children's		560	560	
Northeast Regional Children's				
SUBTUTAL	+0	3,040	3,040	•
	Northeast Probate District Plainfield-Killingly Regional Alindham-Colchester Probate District Norwich Probate District Southeastern CT Regional New London Probate District Sultheastern CT Regional New London Probate District Sulthies Regional Children's	Northeast Probate District Plainfield-Killingly Regional Alimodham-Colchester Probate District Southeastern CT Regional New London Probate District Southeastern CT Regional New London Probate District Saybrook Probate District Saranford-North Branford Probate District Sarat Haven-North Haven Probate District Satt Haven-North Haven Probate District Saybrook Probate District Southern Probate District Southern Probate District Southern Fairfield County Probate District Saybrook Probat	Northeast Probate District   5   400	Northeast Probate District   5   400   400     Plainfield-Killingly Regional   4   320   320     Alona   400   400   400     Alona   400     Alona   400

Other Expenses Budget Committee Meeting - Feb 27, 2013

	Other Expenses	Budget Com	Budget Committee	Variance over
		FY14 Budget	Guidelines	(under) guideline
1	Hartford Probate District	500	500	. 0
2	West Hartford Probate District	500	500	0
3	Tobacco Valley	500	500	0
4	Greater Windsor	500	500	0
5	East Hartford Probate District	500	500	0
6	Glastonbury-Hebron Probate District	500	500	0
	Newington Probate District	500	500	0
	Berlin Probate District	500	500	0
9	Simsbury Regional Probate District	500	500	0
	Farmington-Burlington Probate District	500	500	0
	North Central Connecticut	500	500	0
1	Ellington Probate District	500	500	0
	Greater Manchester Probate District	500	500	0
-	Region # 14 Probate District	500	500	0
	Middletown Probate District	500	500	0
		500	500	0
	Meriden Probate District			
	Wallingford Probate District	500	500 500	0
	Cheshire-Southington	500		0
	Region # 19 Probate District	500	500	0
	Waterbury Probate District	500	500	0
21	Naugatuck Probate District	500	500	0
22	Region # 22 Probate District	500	500	0
23	Torrington Area Probate District	500	500	0
24	Litchfield Hills Probate District	500	500	0
25	Tolland-Mansfield Probate District	500	500	0
26	Northeast Probate District	500	500	0
27	Plainfield-Killingly Regional	500	500	0
28	Windham-Colchester Probate District	500	500	0
29	Norwich Probate District	500	500	0
30	Southeastern CT Regional	500	500	0
31	New London Probate District	3,500	500	3,000
	Niantic Regional Probate District	500	500	0
	Saybrook Probate District	500	500	0
	Madison-Guilford Probate District	500	500	0
	Branford-North Branford Probate Distric	500	500	0
	East Haven-North Haven Probate Distri	500	500	0
	Hamden-Bethany Probate District	500	500	0
	New Haven Probate District	19,700	500	19,200
	West Haven Probate District	500	500	0
	Milford-Orange Probate District	500	500	0
		500	500	0
	Derby Probate District			
	Shelton Probate District	500	500 500	0
	Danbury Probate District	500		
	Housatonic Probate District	500	500	0
	Northern Fairfield County Probate Distric		500	0
	Trumbuli Probate District	500	500	0
	Stratford Probate District	500	500	0
-	Bridgeport Probate District	500	500	<u>_</u>
49	Fairfield Probate District	500	500	0
	Westport Probate District	500	500	0
51	Norwalk-Witton Probate District	500	500	C
52	Darien-New Canaan Probate District	500	500	0
53	Stamford Probate District	500	500	0
54	Greenwich Probate District	500	500	0
	SUBTOTAL	49,200	27,000	22,200
	New Haven Regional Children's	500	500	0
	Central CT Regional Children's	500 500	500 500	
	New London Regional Children's Waterbury Regional Children's	500	500	
	Northeast Regional Children's	500	500	0
	Hartford Regional Children's	1,000	500	500
	SUBTOTAL	3,500	3,000	500
	TOTAL	E2 700	20.000	22 700
	TOTAL	52,700	30,000	22,700

Date Issued: 03/01/2013 Revisions:

# PCA Policy Manual 117 FLEXIBLE SPENDING ACCOUNTS

### **POLICY**

Judges and court staff members, other than temporary employees, who work 20 or more hours per week are eligible to enroll in a Flexible Spending Account (FSA). For purposes of this policy, the term "employee" refers to judges and court staff who are eligible to participate in the FSA benefit.

### GENERAL INFORMATION

An FSA is a pre-tax benefit regulated by the Internal Revenue Service, which allows eligible employees to set aside a specific pre-tax dollar amount for unreimbursed medical, dental and vision expenses, certain over-the-counter items and dependent care expenses. By setting aside pre-tax dollars in an FSA, an employee's taxable income will be reduced, and the employee pays less tax, resulting in more take-home pay.

Employees may open two separate FSAs, which are accounted for on a calendar year basis:

- Health Care Account
  - Annual maximum \$2,500
  - Annual minimum \$520 (\$20 per pay period)
- Dependent Care Account
  - Annual maximum \$5,000 (\$2,500 if married and filing separately)
  - Annual minimum \$520 (\$20 per pay period)

New hires may enroll in an FSA on the first of the month following the date of hire. All other eligible employees may enroll during the annual open enrollment period.

Each employee decides how much to set aside to his or her FSA account(s). The annual contribution amount is evenly deducted from the employee's bi-weekly payroll and is credited to the employee's FSA account (26 pay periods in a calendar year).

Employees can use an FSA debit card to pay for eligible expenses or submit paper claims and receive reimbursement.

Employees have up to 90 days after the end of the calendar year or termination of employment to submit claims for reimbursement of incurred expenses. Eligible expenses must be incurred during the plan year while an employee is an active participant.

In addition, a grace period has been established from January 1 through March 15 with respect to expenses that may be reimbursed from the prior year's FSA contributions. The

grace period only applies to employees who were active participants on December 31 and have a balance remaining in the prior year's account.

Contributions made to an FSA account and not spent during the year of the contribution or grace period, if applicable, will be forfeited. Forfeited contributions remain in the plan and are used to offset administrative expenses.

### **PROCEDURES**

Employees may view the Employee Enrollment Information Kit located at MyPaychex.com under the Benefits Tab in the Resource Library for a detailed explanation of procedures.

The IRS requires re-enrollment each year during an annual open enrollment period and this may be done online. After open enrollment, changes cannot be made unless there is a qualifying family status change (divorce, marriage, birth of child, etc.).

Questions on this policy: Contact PCA Financial Services Department at (860) 231-2442

Forms for this policy: None

### PERFORMANCE AND DEVELOPMENT PLAN

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Employee	Evaluator	Evaluation Date:
Job Title: Lea	d Probate Court Officer	Department: Court
Employed:		Anniversary Date:
Type Of E	Evaluation: ○3 Month ○6 I	'Month' Annual Special
the extent to which he describe specific achie	valuation Section, using the rating (1-5) that most clo /she met the standards and objectives for each of the	s needing improvement which led you to the scores you
(1) Unacceptable Performance consistently below expected level; did not meet standards and objectives; unacceptable proficiency level.	standards and objectives; acceptable	Performance often exceeds s expected level; exceeds majority of standards and  Performance consistently achieves results rarely achieved by others.
Job-Specific Perfor	rmance Measures (Tasks/Objectives)	1 2 3 4 5
1 '	esists with training of probate court officers (PCC PCO hiring and evaluation process	co) and 0 0 0 0 0 0 0 0
Schedules and over	rsees PCO caseload	00000000
Reviews and approv	ves the content and recommendations of PCO repor	orts 0 0 0 0 0 0 0 0
Makes recommenda	ations on policies, standards and office procedures	00000000
Directly performs du	uties of PCO in maintaining a caseload, preparing re	reports OOOOOO
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VORK QUALITY ASPECTS  1. Applies job knowledge effectively		$  \bigcirc  $	( )	0	$\circ$	0		0	10
2. Follows through on work assignments	$\frac{10}{0}$	Ö	0	0	0	0	0	<u> </u>	
3. Pays attention to detail - accuracy	16	6	$\frac{\circ}{\circ}$	0	0	$\frac{\circ}{\circ}$		$\frac{0}{0}$	0
Accepts direction and supervision in a positive manner	6	0	Ö	0	0	0	0	0	$\frac{C}{10}$
	10			19	$\overline{}$		19	<u> </u>	
Comments								•	
	·····								
PRODUCTIVITY ASPECTS	1		2	4	3			4	
Contributes to accomplishing goals, missions, and objectives of the court	0	0	0	0		0		O	
2. Completes assignments	10	0	0	0	0	0	10	0	10
3. Works as team member and cooperates with others	0	ŏ	0	O	0	O			Ţ
4. Meets deadlines	O	ŏ	ŏ	ŏ	$-\check{\circ}$	$\widetilde{\circ}$			<del>-</del>
5. Accepts responsibility for work	10	ŏ	Ö	0	.0	0	_		
6. Is self-motivated	10	<del> </del>	$\overline{0}$		0	Ö	_		
7. Prioritizes work	0	0	$\frac{\circ}{\circ}$	Ö	0	$\frac{\circ}{\circ}$			
8. Manages time effectively	l Ö	ŏ	0	ŏ	Ŏ	0		·	
9 Plans work (sets goals)	lŏ	tŏ	$\stackrel{\smile}{\circ}$	Ö	<u> </u>	Ö			. Q
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10. Keeps supervisors informed of problems, ideas and decisions when	0	0	Ô	0	0	0	_	,	To
***************************************	0	0	0	0	0.	0		,	7
10. Keeps supervisors informed of problems, ideas and decisions when needed	1		2	0	3	0	0	,	5
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments				0		0	0	0	
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability	1	0	2	0	3	0	0	4	5
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability	1	0	2	0	3 0	0	0	4 0	6
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change	1 O O	0	0	0	3 0 0	0 0	0 0	4 0	5 0
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability	1	0 0	2	0	3 0	0	0	4 0	5 0
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness	1 0 0 0	0 0 0	0 0	0 0	3 0 0 0 0 0	0 0 0	0 0 0 0	4 0	0 0
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach	1 0 0 0 0 0 0 0 0 0	0 0 0 0	0 0 0	0 0 0 0 0	3 0 0 0 0	0 0 0		4 0 0 0 0 0 0	0 0 0
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards	1 0 0 0 0 0	0 0 0 0 0 0	2 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0	3 0 0 0 0 0 0	0 0 0 0		4 0 0 0 0 0 0	
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards  7. Ability to perform under pressure	1 0 0 0 0 0	0 0 0 0 0 0	2 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0		4 0 0 0 0 0 0 0 0 0 0	
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards  7. Ability to perform under pressure  8. Punctuality and attendance  9. Keeps work area orderly	1 0 0 0 0 0	0 0 0 0 0 0 0 0	2 0 0 0 0	0 0 0 0 0 0 0 0 0	3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0		4 0 0 0 0 0 0 0 0 0 0	
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards  7. Ability to perform under pressure  8. Punctuality and attendance	1 0 0 0 0 0	0 0 0 0 0 0 0 0	2 0 0 0 0	0 0 0 0 0 0 0 0 0	3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0		4 0 0 0 0 0 0 0 0 0 0	
10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards  7. Ability to perform under pressure  8. Punctuality and attendance  9. Keeps work area orderly	1 0 0 0 0 0	0 0 0 0 0 0 0 0	2 0 0 0 0	0 0 0 0 0 0 0 0 0	3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0		4 0 0 0 0 0 0 0 0 0 0	
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10. Keeps supervisors informed of problems, ideas and decisions when needed  Comments  PERSONAL SKILLS/ATTRIBUTES  1. Adaptability  2. Dependability  3. Shows flexibility when responding to change  4. Impartiality and Fairness  5. Enthusiasm - positive approach  6. Demonstrates high ethical standards  7. Ability to perform under pressure  8. Punctuality and attendance  9. Keeps work area orderly  ments  USTOMER SERVICE AND COMMUNICATION  . Handles inquiries in a friendly, courteous manner  . Provides helpful and accurate information on court procedures  . Uses friendly and courteous phone etiquette	1 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		3 0 0 0 0 0 0	000000000000000000000000000000000000000		4 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5 0 0 0 0 0 0

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OM	MENTS REGARDING OVERALL PERFORMANCE:	
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В.	DEVELOPMENTAL RECOMMENDATIONS / PERFO	ORMANCE GOALS AND OBJECTIVES
c.	EMPLOYEE'S COMMENTS REGARDING EVALUA	TION:
D.	EVALUATOR'S FOLLOW-UP COMMENTS:	
		I have received a copy of this document.
E	Evaluator Signature	Employee Signature