

**MINUTES OF THE JANUARY 25, 2016 MEETING
OF THE PROCEDURES REVIEW COMMITTEE**

The following were in attendance at the meeting: Hon. Philip Wright; Hon. Jennifer Berkenstock; Hon. Robert Randich; Hon. Diane Blick; Lori Michalak, *Chief Clerk Shelton Probate Court*; Hon. Charles Norris; Sondra Waterman, *Ret. Chief Clerk, Hartford Probate Court*; Sally Canzanella, *Chief Clerk, East Hartford Probate Court*, Heather Dostaler, *Probate Administration Staff Attorney*; Bonnie Bennet, *Probate Administration Legal Counsel*; Alison Green, *Probate Administration Staff Assistant*

Call to order: The meeting was called to order at 9:00 a.m.

Old Business: NONE

New Business: The Committee welcomed new member Sally Canzanella, Chief Clerk of the East Hartford Probate Court.

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

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Diane S. Blick

Hon. Diane S. Blick, Secretary

THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE AT ON

MONDAY, FEBRUARY 22, 2016 at 9:00 a.m.

IN THE LIBRARY AT PROBATE ADMINISTRATION

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
908 CM-23, CM-24	Petition for Award of Custody of Remains of a Decedent		X	Combine CM-23 and CM-24 to create one petition for custody of remains; include space for the funeral director to include what steps they have taken to contact family; Change from CM to PC forms; NEW: Add language re: state aid and payment of funeral	4/27/2015; 1/25/16	Approved 4/27/15; But additional language re state aid per PA 5-15; changes approved 1/25/16
171	Acceptance of Trust		X	Confused with the PC-284, Acceptance of Trust/Testamentary Trustee	Edits and change of title discussed and approved 1/25/2016	Approved 1/25/16
PC-284 CM-4	Acceptance of Trustee/Testamentary Trust		X	Eliminate CM-4 and add language from CM-4 to PC-284 re Acceptance of Testamentary Trustee; add Q re excusing periodic accounts; See PC-171, TT are submitting the PC-171 rather than the PC-284	4/27/2015 ; Edits and change of title discussed and approved 1/25/2016	Approved 4/27/15; Additional edits instructions; Approved 1/25/16
452	Notice for the Land Records/Successor Trustee	X		Statute requires notice on land records for successor trustee appointed by the court C.G.S 45a-476	01/25/16	Approved 1/25/16
401	Extension of Time to Pay Probate Fees		X	Add reference to accounting fees	01/25/16	Approved 1/25/16
464	Decree/Extension of Time to Pay Probate fees	X		Add reference to accounting fees	01/25/16	Approved 1/25/16
630	Citation Termination of Parental Rights	X		Add Yasiel Canvass Rights; Remove indifferent person	01/25/16	Approved 1/25/16

631	Notice of hearing/Parental Rights Matters	X		Should rights from In Re Yasiel be added to notice in TPR matters? Yes, per committee's request on 1/25/16	01/25/16	Yasiel rights from 630 be added to 631
255	Opinion Re: Connecticut Estate Tax Due	X		Change title of form; provide for opinion of no tax and for instruction to file CT-706/709 with DRS	01/25/16	Approved 1/25/16
255A	Opinion Re: Connecticut Estate Tax Due	x		Once changes to PC-255 are approved by committee, change title of form; provide for opinion of no tax and for instruction to file CT-706/709 with DRS	01/25/16	Approved 1/25/16
440	Inventory		X	Suggestion to require deed to be submitted with inventory	01/25/16	Add request for deed to Inventory; Also new format and instructions needed
211	Affidavit for Filing Will Not Submitted to Probate		X	Can SS# sheet be eliminated? Yes	01/25/16	Approved removal of SS# sheet from PC-211
NEW	Motion/Referral to Mediation		X	Per Revisions to Reg 22	01/25/16	Approved 1/25/16
New	Mediation Memorandum		X	Per Revisions to Reg 22	01/25/16	Approved 1/25/16
NEW PC-12X	Order of Notice of Mediation	X		Per Revisions to Reg 22	01/25/16	Approved 1/25/16
NEW PC-13X	Notice of Mediation	X		Per Revisions to Reg 22	01/25/16	Approved 1/25/16
NEW	Report of Mediator		X	Per Revisions to Reg 22	01/25/16	Approved 1/25/16