

**MINUTES OF THE FEBRUARY 22, 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*; Sondra Waterman, *Ret. Chief Clerk, Hartford Probate Court*; Heather Dostaler, *Probate Administration Staff Attorney*; Bonnie Bennet, *Probate Administration Legal Counsel*; Alison Green, *Probate Administration Staff Assistant*

**Absent:** Hon. Charles Norris and Sally Canzanella, *Chief Clerk, East Hartford Probate Court*

**Call to order:** The meeting was called to order at 9:20 a.m.

**Old Business:** NONE

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

**Adjournment:** Upon motion duly made and seconded, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

*Diane S. Blick*

Hon. Diane S. Blick, Secretary

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, MARCH 28, 2016 at 9:00 a.m.  
IN THE LIBRARY AT PROBATE ADMINISTRATION**

List of Forms Considered at 2-22-16 Meeting

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
440	Inventory		X	Require deed to be submitted with inventory; New format and other suggested changes	1/25/2016 2/22/16;	Add request for deed to Inventory; Also new format and instructions needed; detail of form discussed at length, further revision needed on 3/28/16
631	Notice of Hearing/Parental Rights Matters	X		Add additional rights from In Re Yasiel to notice in TPR matters per committee's requested on 1/25/16	1/25/2016 2/22/16	Committee requested on 1/25/16 that rights from PC-630 be added to PC-631; Approved 2/22/16
631	Notice of Hearing/ Parental Rights			Add language at the end of the form: Under Notice to Parents, etc.: "If you have consented to the termination of your parental rights and wish to withdraw your consent, you must submit your withdrawal in writing to the court prior to the date of the hearing indicated above."	5-13-13; 2/22/16	Reviewed by Forms Committee 5-13-13; Further discussion/ revision suggested; additional bullet added to PC-631 and language approved at 2/22/16 mtg. Also approved adding bullet point PC-630 2/22/16.
630	Citation Termination of Parental Rights	X		Add bullet point re withdrawal of consent	02/22/16	Approved 2/22/2016
531	Citation /Temporary Custody/Removal of Guardian/Appt of Permanent Guardian	X		Remove reference to service by indifferent person	02/22/16	Approved 2/22/16

List of Forms Considered at 2-22-16 Meeting

NEW 90XX CM-51	Petition/Action on the Probate Bond; Previously Application to Recover Damages for Breach of Probate Bond		X	Make into PC form, new format, complete review of form per statute; make CM-51 obsolete when new form deployed	02/22/16	Approved 2/22/2016
NEW 92XX CM-52	Order of Notice/Suit on Probate Bond	X		Revise and make CM-52 obsolete; procedure changes with Probate Court Rules, section 35.12	02/22/16	Approved 2/22/2016
CM-53	Citation and Return/Application to Recover damages on Breach of a Probate Bond	X		Make CM-53 obsolete, procedure changed with Probate Court Rules, section 35.12	02/22/16	Approved 2/22/2016
NEW 96XX CM-54	Decree/Action on Probate Bond/Previously Judgment awarding damages against Surety on Probate Bond	X		Make into PC form; complete review of form/statute; make CM-54 obsolete when new form deployed	2/22/156	Approved 2/22/2016
801	Petition for Involuntary Commitment of Person with Psychiatric Disabilities		X	New format, Revised language re refusal to accept voluntary status	02/22/16	Approved 2/22/2016
130	Notice of Hearing	X		Subcommittee III of Probate Court Rules Advisory Committee has asked the Procedures Review Committee to consider 1) a notice of hearing for sale of real estate that would include: address of property, proposed sale price and name of buyer on the notice and 2) adding language re: ability to review and obtain documents in court file to all notices of hearing.	02/22/16	1) Committee approved adding language in petition re sale of real estate 2/22/16 2) PC-130 currently includes language re: ability to review and obtain copies from file; will consider adding similar language on other notices of hearing as notice forms are reviewed.