

**MINUTES OF THE APRIL 2, 2018 MEETING  
OF THE PROCEDURES REVIEW COMMITTEE**

**The following were in attendance at the meeting:** Hon. Diane Blick; Hon. Peter Barrett; Gale Pellegren, *Chief Clerk Torrington Area Probate Court*; Lori Michalak, *Chief Clerk Shelton Probate Court*; Bonnie Bennet, *Probate Administration Legal Counsel*; Heather Dostaler, *Probate Administration Staff Attorney*; Alison Green, *Probate Administration Staff Assistant*; Dana Masullo, *Probate Administration IT Department*; Gina DeSimone, *PCA intern*

**The following were absent from the meeting:** : Hon. Jennifer Berkenstock, Chair; Hon. Daniel O'Grady; Hon. Robert Randich; Hon. Chuck Norris; Hon. Philip Wright; Susan Meagher, *Chief Clerk, Berlin Probate Court*;

**Call to order:**

The meeting was called to order at 9:00 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.

Since the 2018 legislative session will adjourn after the next scheduled meeting of the Committee, Bonnie Bennet suggested that the Committee may wish to cancel the May meeting and consider any form changes in response to new legislation in June. A final decision regarding the May meeting will be made by Judge Berkenstock.

**Adjournment:** Upon motion duly made and seconded, the meeting was adjourned at 12:10 pm.

Respectfully submitted,

*Diane S. Blick*

Hon. Diane S. Blick, Secretary

## Forms for Consideration 4-2-18

PC #	P/C	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Committee Review	Committee Action
204	P	Petition/Declaration of Insolvency <b>New Title</b>		X	New title, format with instructions; request for additional information re: request to settle insolvent estate under Ana-383	04/02/18	Approved 4/2/18
234	P	Notice to Creditors to Present Claims		X	New format and instructions	04/02/18	Approved 4/2/18
266	P	Decree/Declaration of Insolvency	X		Minor edits and combine two boxes under orders relating long form procedure for insolvency	04/02/18	Approved 4/2/18
266A	P	Decree/Insolvent Estate and Final Account/Financial Report	X		Allow court to identify the type of notice of hearing given and other minor changes	04/02/18	Approved 4/2/18
211	P	Affidavit for Filing Will Not Submitted for Probate	X		Suggestion: consider adding SS# and address of decedent	04/02/18	SS# removed in 2017; tabled consideration of adding last known address of decedent
239		Notice of Intent to Close Estate File	X		Make the notice of intent to close generic for all estate matters; make form available in all estate case types	04/02/18	Approved 4/2/18
280	P	Bond Waiver		X	New format and instructions; remove reference to waiver by petitioner and by fiduciary	04/02/18	Approved 4/2/18
New?		Discuss possible new form re: firearms in conservatorships			Suggestion that we develop a new form for conservator with authority over the conserved person's firearms to inform court whether conserved person owns or has access to firearms, ammunition or electronic defense weapons and, if so, the actions taken to secure them. Tabled from 3/5/18	3/5/2018; 4/2/18	Tabled
3502 New	P/C	Psychiatrists Evaluation re: Conserved Person's Voluntary Admission		X	New form on which court-appointed psychiatrist may file report re: ability of person under conservatorship to give consent to voluntary admission to hospital for psychiatric disabilities	04/02/18	Approved 4/2/18

## Forms for Consideration 4-2-18

5304		Notice of Termination of Temporary Guardianship	X		New form for court to notify parties that guardianship has been terminated by appointing parent prior to 1 year expiration date	04/02/18	Approved 4/2/18
504	P/C	Petition/Appointment of Temporary Guardian, <b>New Title</b>		X	New title, format and instructions	04/02/18	Approved 4/2/18
564	P/C	Decree/Appointment of Temporary Guardian	X		Review; remove reference to Indian Child Welfare Act and other edits	04/02/18	Approved 4/2/18
602	P/C	Petition/Appointment of Statutory Parent; <b>New Title</b>		X	New title, format and instructions	04/02/18	Approved 4/2/18
662	P/C	Decree/Appointment of Statutory Parent; <b>New Title</b>	X		New title; provide option for termination of guardianship and denial of petition	04/02/18	Approved 4/2/18
603	P/C	Petition/Adoption; <b>New Title</b>		X	New format and instructions; change of title; add representation that adoption is in the best interest of the minor	04/02/18	Approved 4/2/18
663	P/C	Decree/Adoption	X		Review; add reference to Indian Child Welfare Act, waiver of investigation for co-parent adoptions, postadoption communication	04/02/18	Approved 4/2/18
604	P/C	<b>Petition</b> /Validation of Foreign Adoption; <b>New Title</b>		x	New title, format and instructions	04/02/18	Approved 4/2/18
664	P/C	Decree/Validation of Foreign Adoption	X		Minor edits and reordering findings	04/02/18	Approved 4/2/18
680	P/C	Adoption Data Sheet		X	New format and add space for dates of birth of adoptive parents; Question raised on 1/29/18 re: reference to genetic parent, tabled for further discussion; March: Further revisions made to focus on the parents whose death or termination of rights resulted in the child being free for adoption; April: Change in Instructions to request copies of decrees/death certificates	1/29/2018; 3/05/18; 4/2/18	Approved 4/2/18
964	P/C	Decree/Emancipation of Minor	X		Add notice re pre-existing child support order	04/02/18	Approved 4/2/18