

**MINUTES OF THE APRIL 24, 2017 MEETING
OF THE PROCEDURES REVIEW COMMITTEE**

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Chair; Hon. Diane Blick; Hon. Robert Randich; Lori Michalak, *Chief Clerk Shelton Probate Court*; Susan Meagher, Chief Clerk, Berlin Probate Court; Gale Pellegren, *Chief Clerk Torrington Area Probate Court*; Bonnie Bennet, *Probate Administration Legal Counsel*; Heather Dostaler, *Probate Administration Staff Attorney*; Alison Green, *Probate Administration Staff Assistant*;

The following were absent from the meeting: Hon. Peter Barrett; Hon. Philip Wright; Hon. Chuck Norris; Hon. Daniel O'Grady;

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.

Next Meeting Date: The May meeting was cancelled.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Diane S. Blick

Hon. Diane S. Blick, Secretary

NO MEETING IN MAY!!

THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON

MONDAY, JUNE 26, 2017 at 9:00 a.m.

IN THE LIBRARY AT PROBATE ADMINISTRATION

List of Forms for Consideration 4-24-17

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
900	Application - Change of Name (Minor)		X	New Name : Petition for Change of Name (Minor) New Format with Instructions; single name	4//24/17	Approved 4/24/17
901	Application - Change of Name (Adult)		X	New Name : Petition for Change of Name (Adult) New Format with Instructions	04/24/17	Approved 4/24/17
6804 NEW	Permanency Plan - Post TPR		X	New form for statutory parent or guardian to notify courts of permanency plan for child after TPR per 45a-717 (k)	04/24/17	Further changes needed;To be reviewed at next meeting
2607 NEW	Decree/ Appointment of Temporary Administrator	X		New Decree re 45a-316 and 317	04/24/17	Approved 4/24/17
9012 NEW	Petition to Amend Out of State Birth Certificate to reflect gender change		X	New petition re: C.G.S. section 19a-42b	4//24/17	Approved 4/24/17
9615 NEW	Decree to Amend Out of State Birth Certificate to reflect gender change	X		New decree re: C.G.S. section 19a-42b	4//24/17	Approved 4/24/17
8308 NEW	Notice of Hearing re: Petition for Termination of Alcohol and Drug Commitment	X		New form to comply with 17a-685 (l) re: specific notice requirements for petition to terminate alcohol & drug commitment	04/24/17	Approved 4/24/17
1704	Report of Mediator		X	Remove reference to summary of terms of agreement to comply with July 2017 revisions to the Probate Court Rules, section 21.5.	04/24/17	Approved 4/24/17
8805 NEW	Examination Proceedings/Person with Psychiatric Disabilities	X		New PC (replacing MHCC-13) for warrant when respondent refuses to be examined by physician appointed by court in involuntary commitment	4/24/217	Approved 4/24/17

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881	Examination Proceedings/Mentally Ill Child		X	Add date and time of hearing - by which doctors must submit report of examination	04/24/17	Approved 4/24/17
8804 NEW	Appointment of Physicians/Commitment/Re commitment of Mentally Ill Child	X		Similar to PC-883B for involuntary commitment of adult but reference child	04/24/17	Approved 4/24/17
2107	Affidavit in Lieu of Administration to Settle Full Estate		X	New Affidavit in Lieu of Administration to Settle Full Estate to comply with Probate Court Rules 30.23	04/24/17	Approved 4/24/17
267	Decree Estate Examiner	X		1. Add language re: no party entitled to notice has objected or requested a hearing, Remove ex parte option;	04/24/17	Approved 4/24/17
Various	Decrees that include option of streamline notice procedure; Ex. PC-263A	X		Suggestion: Add language if streamline notice was given that that no party entitled to notice has objected or requested a hearing. Decision: State that no hearing was requested.	04/24/17	Approved 4/24/17; PCA to review DR and Trust decrees and CON and GE account decrees to make similar changes.
563A	Decree Appointment of Guardian of Estate/Authority to Settle Doubtful or Disputed Claim	X		Add language from PC-563 re: choice of 12 year old	04/24/16	Approved 4/24/17
101	Motion for Continuance		X	Suggestion: Consider adding language stating that requesting party send notice of continuance as required on Superior Court continuance form. But see Certification that copy has been sent to all parties	04/24/17	No action at this time
571	Agreement of Fiduciary - GOE			Suggestion: Add statement that a fee may be charged by the court for a request to withdraw funds from a restricted account	04/24/17	No action