

**MINUTES OF THE MAY 23, 2016 MEETING  
OF THE PROCEDURES REVIEW COMMITTEE**

**The following were in attendance at the meeting:** Hon. Philip Wright; Hon. Robert Randich; Hon. Charles Norris; Hon. Jennifer Berkenstock; 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*; Amy Benjamin, *Chief Clerk, Regional Children's Matters*

**The following were absent from the meeting:** Hon. Diane Blick, Sally Canzanella, *Chief Clerk, East Hartford Probate Court*

**Call to order:** The meeting was called to order at 9:10 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 10:45 a.m.

Respectfully submitted,

*Hon. Philip A. Wright, Jr.*

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, JUNE 27, 2016 at 9:00 a.m.  
IN THE LIBRARY AT PROBATE ADMINISTRATION**

List of Forms for Consideration 5-23-16

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
600	Petition for Termination of Parental Rights		X	Add ground for TPR per P.A. 16-70 for July deployment	05/23/16	Approved 5-23-16
600	Petition for Termination of Parental Rights		X	Make changes in accordance with PA-16-7 re jurisdiction for Oct deployment	05/23/16	Approved 5-23-16
660	Decree Termination of Parental Rights	X		Add ground for TPR per P.A. 16-70 for July deployment	05/23/16	Approved 5-23-16
NEW	Confidential Pages re Social Security Numbers		X	Make these sheets a separate document with different QR Code	05/23/16	Approved 5-23-16
505	Petition/Permanent Guardian		X	New format and changes re P.A. 16-70	05/23/16	Approved 5-23-16
565	Decree Appointing Permanent Guardian	X		Make changes in accordance with PA 16-7 and with Decree re Removal of Guardian	05/23/16	Approved 5-23-16
631A	Notice of Hearing/Appointment of Permanent Guardian	X		Add Yasiel Canvass and conform with PC-631	05/23/16	Approved 5-23-16
531	Service and Return/Temporary Custody & Removal/Permanent Guardian	X		Remove notice provisions	05/23/16	Approved 5-23-16
630	Service and Return/Temporary Custody/TPR	X		Remove notice provisions	05/23/16	Approved 5-23-16
PC-500	Petition/Removal of Guardian		X	Make changes in accordance with PA 16-7	05/23/16	Approved 5-23-16
PC-501	Petition/ITC		X	Make changes in accordance with PA 16-7	05/23/16	Approved 5-23-16
PC-502	Petition/TC		X	Make changes in accordance with PA 16-7	05/23/16	Approved 5-23-16
130	Notice of Hearing	X		Eliminated signature line for judge/ clerk	05/23/16	Signature still required; minor word change approved 5-23-16
130C	Notice of Hearing Commitments	X		Eliminated signature line for judge/ clerk	05/23/16	Signature still required; minor word change approved 5-23-16