

**MINUTES OF THE JUNE 26, 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; Hon. Peter Barrett; Hon. Philip Wright; 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*; Dana Masullo, *Probate Administration IT Department*

The following were absent from the meeting: Hon. Chuck Norris; Hon. Daniel O'Grady; Lori Michalak, *Chief Clerk Shelton Probate Court*

Call to order: The meeting was called to order at 9:05 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.

Date of Next Meeting: After a discussion at the meeting, Judge Berkenstock decided to cancel the July and August meeting. The next meeting will be held on Monday, September 11, 2017 from 9:00 to noon. The committee should also mark September 25, 2017, the date of the regularly scheduled monthly meeting, on their calendars as a second September meeting may be needed.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Diane S. Blick

Hon. Diane S. Blick, Secretary

NO MEETING IN JULY OR AUGUST!!

THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON

MONDAY, SEPTEMBER 11, 2017 at 9:00 a.m.

IN THE LIBRARY AT PROBATE ADMINISTRATION

List of Forms for Consideration 6/26/17 meeting

PC#/old CM #	P/C	Form Name	CMS	CMS Case Type	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
6804 NEW		Guardian/Statutory Parent Report/Case Permanency Plan			X	New form for statutory parent or guardian to notify courts of permanency plan for child after TPR per 45a-717 (k)	4/24/2017; 6/26/17	Approved 6/26/17
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 6/26/17
212	P	Affidavit in Lieu of Administration			X	Remove box at the end of the form for settlement of a full estate since a new form was created pursuant to Probate Court Rules section 30.23; change instructions; move claims for last illness before taxes	06/26/17	Approved 6/26/17;
262A		Decree/Affidavit in Lieu of Administration to Settle Full Estate NEW NAME	X			Change name of form and corresponding change in document	06/26/17	Approved 6/26/17
369A	P/C	Decree/Authority to Consent to Psychiatric Medication Treatment for Patient with Psychiatric Disabilities	X			Add additional option to reflect that the hospital has petitioned to grant a previously appointed conservator specific authority to consent to psychiatric medications	06/26/17	Approved 6/26/17
2513	P	Certificate of Compliance with CGS Sections 47a-11d (b) and 47a-11d (d)	X			New certificate to be issued to landlord re: death of a tenant per P.A. 17-22	06/26/17	Approved 6/26/17
4200	P	Order of Notice of Sale or Mortgage of Real Property	X			New form to conform with notice re Sale/Mortgage to include buyer, price and property location	06/26/17	Approved 6/26/17
371	P	Conservators Report			X	Eliminate date range, new format, instructions	06/26/17	Approved 6/26/17

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360	P	Decree/Appointment of Conservator	X			Additional language to limit authority given with reference to POA powers under C.G.S. section 351b et seq.; add explanatory language re: powers that require prior probate court approval	06/26/17	Approved 6/26/17
501	P/C	Petition/ITC			X	Add request to hear petition as TC if ITC is denied - additional allegations to be added; add reference to ITC when child has no guardian	06/26/17	Approved 6/26/17
502	P/C	Petition/TC			X	Revise instructions and add reference to TC when child has no guardian	06/26/17	Approved 6/26/17
561	P/C	Decree/ITC				Review and consider modifications given changes to ITC petition	06/26/17	Tabled for further review; Look at opening paragraph and language re denial and hearing temp custody (with 10 days notice)

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560	P/C	Decree/Removal of Guardian				Pg 2 states that placement is in the best interest of the child; change to "Removal" is in the best interest of the child as a separate finding after the finding re: grounds	06/26/17	Change to "removal" is in the best interest is approved, but need to make a finding of the appropriateness of the court-appointed guardian; bring back at next meeting
980		Marriage Waiver - Make Obsolete	X			Make Obsolete	06/26/17	6/26/2017
9013		Petition for Approval of Issuance of Marriage License to Minor			X	New Petition re Marriage License to comply with PA 17-54; make PC-980 obsolete	06/26/17	6/26/2017
9616		Decree/Issuance of Marriage License to Minor	X			New Decree re Marriage License to comply with PA 17-54; make PC-980 obsolete	06/26/17	6/27/2017
960	P	Decree/Change of Name	X			Change placement of certification re: true copy; no new revision date	06/26/17	6/27/2017
90XX	P	Petition/Family Change of Name			X	New form to petition to change name of spouse, parents children in a family	06/26/17	Committee decided not to create a new petition for family name change; multiple adult and or child name change petitions can be used