

**MINUTES OF THE AUGUST 31, 2015 MEETING
OF THE PROCEDURES REVIEW COMMITTEE**

The following were in attendance at the meeting: Hon. Philip Wright, Jr.; Hon. Jennifer Berkenstock; Hon. Robert Randich; Hon. Diane Blick; Lori Michalak, *Chief Clerk Shelton Probate Court*; Amy Benjamin, *Chief Clerk for Regional Children's Probate Courts*; Heather Dostaler, *Probate Administration Staff Attorney*; Bonnie Bennet, *Probate Administration Legal Counsel*; Alison Green, *Probate Administration Staff Assistant*

Call to order: The meeting was called to order at 9:20 a.m. by Hon. Philip Wright, Jr., Chairman.

Old Business: As discussed at the last meeting, we have run out of form numbers in certain categories of our current three-digit numbering system. Attorney Bennet provided four samples of form numbering formats to be considered. After discussion, upon motion duly made and seconded, the Committee unanimously selected the format that adds a digit after the jurisdictional and functional categories to allow for expansion. For example, the four- digit number in the custody/guardianship (5) decree (60) category following PC-569 will be 5610 (or PC-5610).

All new forms created by the Committee will be numbered in the new format. An implementation schedule to renumber current forms will be addressed at a later date due to the complexity of the task for the IT department.

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

Alison Green volunteered to write letters to those who make inquiries or recommendations related to improving forms. The Committee expressed its appreciation to Alison for volunteering to acknowledge those communications and reporting back on the action taken by the Committee.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 12:15 pm.

Respectfully submitted,

Hon. Diane S. Blick

**THE NEXT MEETING OF THE COMMITTEE WILL BE ON
MONDAY, SEPTEMBER 28, 2015 9:00 a.m. IN THE LIBRARY AT PROBATE ADMINISTRATION**

Forms for August 31, 2015 Procedures Review Committee Meeting

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
700	Petition/Guardianship of Person with Intellectual Disability		X	New definition of intellectual disability per P.A. 15-54; add a box to request whether the respondent has an IQ of 69 or less; add statutory reference in instructions	8/31/2015	Approved, 8/31/2015
734	Notice Re Assessment Team Evaluation	X		New definition of intellectual disability per P.A. 15-54	8/31/2015	Approved, 8/31/2015
205A NEW	Petition for Certificate Releasing Probate Fee Lien		X	New inchoate lien under P.A. 15-5, June Special Session, Section 454	8/31/2015	Approved 8/31/15; but draft a single petition for release of both estate tax lien and probate fee lien for the September meeting
257 NEW	Certificate Releasing Connecticut Probate Fee Lien	X		New inchoate lien under P.A. 15-5, June Special Session, Section 454	8/31/2015	Approved 8/31/15; but draft a single certificate for release of both estate tax lien and probate fee lien for the September meeting

282	Fee and Expense Sheet			MAKE PC-282 OBSOLETE - Out of date information re P.A. 15-5, June Spec. Sess.; and includes confidential info	8/31/2015	Approved 8/31/15
5010 NEW	Petition for Determination Re: Continuation of DCF Care of Child or Youth/Case Service Plan or Permanency Plan (Voluntary)		X	Previously CM 48, with revisions in accordance with P.A. 15-199, Section 19; Also change CMS Activity which is now "DCF Initial Permanency Hearing" to "Continuation of DCF Care or Placement (voluntary)"	8/31/2015	Approved 8/31/15
5610 NEW	Decree/Continuation of DCF Care of Child or Youth/ Case Service Plan (Voluntary)	X		Previously CM 49, with revisions re: P.A. 15-199, Section 19	8/31/2015	Approved 8/31/15
				Add CMS activity: Review of DCF Case Service Plan (Voluntary)		
5611 NEW	Decree/Continuation of DCF Care of Child or Youth/Permanency Plan/ (Voluntary)	X		Previously CM 49, with revisions in accordance with P.A. 15-199, Section 19	8/31/2015	Approved 8/31/15
5011 NEW	Petition for Review of DCF Permanency Plan for Child or Youth (Voluntary)		X	Previously CM 48, with revisions re: P.A. 15-199, Section 19; Also change Activity which is now "DCF Subsequent Permanency Hearing" to "Review of DCF Permanency Plan (Voluntary)"	8/31/2015	Approved 8/31/15

5611A NEW	Decree/Review of DCF Permanency Plan (Voluntary)	X		Previously CM49, with revisions in accordance with P.A. 15-199, Section 19	8/31/2015	Approved 8/31/15
				New CMS activity "Review of Termination of DCF Care or Placement"; Also possible future forms for review of termination		
560	Decree/Removal of Guardian	X		Changes re P.A. 15-217, Sec 20, re Petitioner - person with actual physical custody; and full review of form; incorporate language from CM-63 re: appoint of DCF as guardian, Effective 1-1-16	7/27/2015; 8/31/15	Approved 7/27/15, but DCF had additional comments and input; New Language Approved 8/31/15
CM-63	Court Determination re efforts of DCF to prevent removal	X		Eliminate CM-63, and incorporate findings in PC-560 (Removal Decree); PC-562 (Temporary Custody Decree)	7/27/2015; 8/31/15	OBSOLETE 1/1/16 when PC-560 issued and PC-562