

**MINUTES OF THE SEPTEMBER 28, 2015 MEETING
OF THE PROCEDURES REVIEW COMMITTEE**

The following were in attendance at the meeting: Hon. Philip Wright; Hon. Jennifer Berkenstock; Hon. Robert Randich; Hon. Diane Blick; Lori Michalak, *Chief Clerk Shelton Probate Court*; Hon. Charles Norris; Sondra Waterman, *Ret. Chief Clerk, Hartford 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 9:09 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 11:45 am.

Respectfully submitted,

Diane S. Blick

Hon. Diane S. Blick

**THE NEXT MEETING OF THE COMMITTEE WILL BE ON
MONDAY, OCTOBER 26, 2015 9:00 a.m. IN THE LIBRARY AT PROBATE ADMINISTRATION**

Action Taken at 9/28/15 Procedures Review Committee

PC#/old CM #	Form Name	CMS	WEB	Suggested Change(s)/Action Taken	Date of Committee Review	Committee Action Complete
500	Petition/ Removal of Guardian		X	Changes per P.A. 15-217, Sec 20, re Petitioner - person with actual physical custody; New Format and full review of form	7/27/2015; 9/28/15	Approved 7/27/2015 with additional section re name of guardian or conservator of minor incompetent parent; completed 8-24-15; Modification needed, Review acceptance of trust section 9/28/15; Approved as amended 9/28/15
501	Petition/Immediate Temporary Custody		X	Changes per P.A. 15-217, Sec 20, re Petitioner - person with actual physical custody; New Format and full review of form	9/28/2015	Approved 9/28/15
502	Petition/Temporary Custody		X	Changes per P.A. 15-217, Sec 20, re: Petitioner - person with actual physical custody; New Format and full review of form	9/28/2015	Approved 9/28/15
CM-6	Application for Court Initiation/Removal of Guardian		X	OBSOLETE AS OF 1/1/16 per P.A. 15-217, Section 20	7/27/2015	OBSOLETE 1/1/16
560	Decree/Removal of Guardian	X		Changes per P.A. 15-217, Sec 20, re: Petitioner - person with actual physical custody; and full review of form; incorporate language from CM-63 re: appointment of DCF as guardian, Effective 1-1-16	7/27/2015. 8/31/15; 9/28/15	Approved 7/27/15, but DCF had additional comments and input; New language approved 8/31/15. But further change need to acceptance of trust section. Approved as amended, 9/28/15
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, 8/31/2015	OBSOLETE 1/1/16 when PC-560 and PC-562 issued

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562	Decree/Temporary Custody	X		Changes per P.A. 15-217, Sec 20, re: Petitioner - person with actual physical custody; and full review of form; incorporate language from CM-63 re: appointment of DCF as temporary custodian, Effective 1-1-16	9/28/2015	Approved 9/28/15
700	Petition/Guardianship of Person with Intellectual Disability		X	New definition of intellectual disability per P.A. 15-54; add statement that the respondent has an IQ of 69 or less; add statutory reference in instructions	8/31/2015; 9/28/15	Approved, 8/31/2015; But needs further discussion on 9/28/15; Approved as amended 9/28/15
205 Rev	Petition for Certificate Releasing Liens		X	Create a single petition to request release of probate fee lien and estate tax lien	9/28/2015	Approved 9/28/15
256	Certificate Releasing CT Estate Tax Lien	X		For discussion of combined PC-256 and PC-257	9/28/2015	
257	Certificate Releasing Connecticut Probate Fee Lien	X		New inchoate lien under P.A. 15-5, June Special Session, Section 454; Reviewed for discussion of combined PC-256 and PC-257	8/31/2015; 9/28/15	Approved 8/31/15;
258	Certificate Releasing Liens	X		Create a single certificate to release of probate fee lien and estate tax lien - non taxable estate	9/28/2015	Approved 9/28/2015
NEW	Appointment of Psychologist/Placement of Person with Intellectual Disability	X		Suggestion of new form by Berlin Probate Court	9/28/2015	Approved 9/28/15
772	Psychologist Report/Placement of Person with Intellectual Disability		X	For discussion of new form for appointment of psychologist	9/28/2015	