

MINUTES OF THE DECEMBER 3, 2018 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Chair; Hon. Robert Randich; Hon. Barbara Gardner Riordan; Lori Michalak, Chief Clerk Shelton Probate Court; Susan Meagher, Chief Clerk Berlin Probate Court; Karen Parzych, Deputy Chief Clerk New Haven Regional Children's Probate Court; and Heather Dostaler, Evan Brunetti, Alison Green and Dana Masullo, of the Office of the Probate Court Administrator.

The following were absent from the meeting: Hon. Peter Barrett; Hon. Diane Blick; Hon. Daniel O'Grady; Hon. Beverly Streit-Kefalas; Hon. Philip Wright and Gale Pellegren, Chief Clerk Torrington Area Probate Court.

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

Welcome to new members: The Committee welcomed the new members to the Committee: Hon. Barbara Gardner Riordan; Hon. Beverly Streit-Kefalas (not present); Karen Parzych, Deputy Chief Clerk New Haven Regional Children's Probate Court; and Evan Brunetti, Office of the Probate Court Administrator

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.

A discussion on the focus of the committee for the next several months began, with discussion to continue at a later hearing.

Upon motion duly made and seconded, it was unanimously approved to move the February meeting tentatively to the second Monday of the month, February 11, 2018.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 11:50am.

Respectfully submitted,

Loreen Michalak

Loreen (Lori) Michalak,
Acting Secretary

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON
MONDAY, JANUARY 7, 2018 AT 9:00AM
IN THE LIBRARY AT PROBATE COURT ADMINISTRATION**

PC #	P/C	Form Name	CMS	WEB	Description	Date of Committee Review	Committee Action
PC-182A	P	Appointment of Attorney for Interested Party	X		Remove option for respondent of committed person in a commitment proceeding	12/3/2018	Approved 12/3/2018
PC-238		Notice Re Interest on Fees		X	Review for statutory changes effective 1/2019	12/3/2018	Approved 12/3/2018
PC-265	P	Ex Parte Decree Qualifying Testamentary Trustee	X		Review language qualifying/confirming testamentary trustee	12/3/2018	Approved 12/3/2018
PC-461	P	Decree/Periodic Account (Non-Decedent)	X		Remove language that account cannot be approved as filed, order hearing adjourned and account amended to correct deficiencies to make consistent with PC-462 & PC-462A (See committee minutes 8/13/18)	12/3/2018	Approved 12/3/2018
PC-461A	P	Decree/Periodic Financial Report (Non-Decedent)	X		Remove language that account cannot be approved as filed, order hearing adjourned and account amended to correct deficiencies to make consistent with PC-462 & PC-462A (See committee minutes 8/13/18); Note possible title change replacing ":" with "/".	12/3/2018	Approved 12/3/2018
PC-462	P	Decree/Final Account (Non-Decedent)	X		Review language for consistency with periodic; Note title change replacing ":" with "/" ; Convert from legal size to letter size	12/3/2018	Approved 12/3/2018
PC-462A	P	Decree/Final Financial Report (Non-Decedent)	X		Review language for consistency with periodic; Note title change replacing ":" with "/" .	12/3/2018	Approved 12/3/2018
PC-5013	P/C	Petition/Appointment of Voluntary Guardian of Person Age 18 to 20		X	Consider whether to change title to "Age 18 to 21" or "Age 18 through 20"	12/3/2018	Approved 12/3/2018 using "Age 18 Through 20"
PC-5201	P/C	Order of Notice/Appointment of Voluntary Guardian of Person Age 18 to 20	X		New order of notice for appointment of guardian of person age 18 to 20	12/3/2018	Approved 12/3/2018
PC-570	P/C	Guardian's Report/Guardianship of the Person of a Minor		X	New Format; Complete Instructions; convert to letter size	10/1/2018; 12/3/18	Approved 12/3/2018
PC-580	P	Receipt and Release of Guardian of Estate		X	New format and instructions; replace "ward"; New Title for consideration	12/3/2018	Approved 12/3/2018
PC-681	P/C	Agreement of Adoption		X	New format and instructions; convert to letter size; clarify "by" & "its" is for entity signature block; Title change to "Adoption Agreement"	12/3/2018	Approved 12/3/2018

PC #	P/C	Form Name	CMS	WEB	Description	Date of Committee Review	Committee Action
PC-883A	P/C	Appointment of Counsel/Involuntary Commitment of Person with Psychiatric Disabilities/Annual Review Hearing	X		Add HIPPA language for release of medical records to attorney; Review to see if need separate form for child commitment	12/3/2018	Approved 12/3/2018