

Connecticut Probate Courts Annual Budget by Court - FY 26

No	Court	FY25 Budget	FY26 Budget	Percent inc/(dec)
PD01	Hartford	2,950	2,925	-0.85%
PD02	West Hartford	1,300	1,300	0.00%
PD03	Tobacco Valley	2,725	2,725	0.00%
PD04	Greater Windsor	2,225	2,725	22.47%
PD05	East Hartford	2,725	2,700	-0.92%
PD06	Glastonbury-Hebron	1,700	1,200	-29.41%
PD07	Newington	1,275	1,275	0.00%
PD08	Berlin	2,450	2,475	1.02%
PD09	Simsbury Regional	2,150	2,250	4.65%
PD10	Farmington-Burlington	2,750	2,750	0.00%
PD11	North Central Connecticut	1,725	2,750	59.42%
PD12	Ellington	1,225	1,725	40.82%
PD13	Greater Manchester	2,700	2,725	0.93%
PD14	Region # 14	2,700	2,700	0.00%
PD15	Middletown	2,750	2,750	0.00%
PD16	Meriden	1,700	1,675	-1.47%
PD17	Wallingford	2,725	2,725	0.00%
PD18	Cheshire-Southington	2,100	2,125	1.19%
PD19	Bristol-Plymouth	3,150	3,150	0.00%
PD20	Waterbury	2,825	2,825	0.00%
PD21	Naugatuck	2,725	2,725	0.00%
PD22	Region # 22	2,725	2,750	0.92%
PD23	Torrington Area	2,750	2,750	0.00%
PD24	Litchfield Hills	2,700	2,725	0.93%
PD25	Tolland-Mansfield	2,400	2,425	1.04%
PD26	Northeast	1,700	2,700	58.82%
PD27	Plainfield-Killingly Regional	1,800	2,000	11.11%
PD28	Windham-Colchester	2,725	2,725	0.00%
PD29	Norwich	2,525	2,525	0.00%
PD30	Southeastern CT Regional	2,725	2,750	0.92%
PD31	New London	5,245	2,540	-51.57%
PD32	Niantic Regional	1,475	2,775	88.14%
PD33	Saybrook	2,775	2,775	0.00%
PD34	Madison-Guilford	2,500	2,100	-16.00%
PD35	Branford-North Branford	2,700	2,700	0.00%
PD36	East Haven-North Haven	1,225	1,225	0.00%
PD37	Hamden-Bethany	2,725	2,725	0.00%
PD38	New Haven	27,745	27,695	-0.18%
PD39	West Haven	1,875	1,850	-1.33%

**Connecticut Probate Courts
Annual Budget by Court - FY 26**

No	Court	FY25 Budget	FY26 Budget	Percent inc/(dec)
PD40	Milford-Orange	1,250	1,250	0.00%
PD41	Derby	2,425	2,425	0.00%
PD42	Shelton	2,150	2,150	0.00%
PD43	Danbury	2,725	2,725	0.00%
PD44	Housatonic	2,725	2,725	0.00%
PD45	Northern Fairfield County	2,725	2,725	0.00%
PD46	Trumbull	2,025	2,425	19.75%
PD47	Stratford	2,725	2,225	-18.35%
PD48	Bridgeport	2,950	3,375	14.41%
PD49	Fairfield	2,725	2,725	0.00%
PD50	Westport	2,725	2,725	0.00%
PD51	Norwalk-Wilton	2,525	2,825	11.88%
PD52	Darien-New Canaan	2,700	2,700	0.00%
PD53	Stamford	2,642	2,610	-1.21%
PD54	Greenwich	1,250	1,250	0.00%
SUBTOTAL - DISTRICTS		155,157	156,795	1.06%
PD55	New Haven RCPC	168,800	181,400	7.46%
PD56	Central CT RCPC	92,000	95,000	3.26%
PD57	New London RCPC	87,200	87,325	0.14%
PD58	Waterbury RCPC	84,043	87,793	4.46%
PD59	Northeast RCPC	94,025	94,425	0.43%
PD60	Hartford RCPC	36,500	38,225	4.73%
SUBTOTAL - RCPC's		562,568	584,168	3.84%
TOTAL - ALL COURTS		717,725	740,963	3.24%

Office Expense Budget
FY 2026 Budget Proposal
July 1, 2025 - June 30, 2026

District Nos.:

1-54	1-54
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No. of Employees (Judge and Court Staff)

309	311
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Description	FY25 Proposed	FY26 Proposed	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,400	32,800	\$600 per district
Dues	7,725	7,775	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	58,717	62,585	Court proposal, subject to \$1,500 maximum
Other Expenses	56,315	53,635	\$500 per district
TOTAL EXPENSES	155,157	156,795	1.06%

** Represents number of individuals (not FTE)

Office Expense Budget
FY 2026 Budget Proposal
July 1, 2025 - June 30, 2026

RCPC:

District No.:

55-60	55-60
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No. of Employees (AJ and Court Staff)

42	43
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Description	FY25 Proposed	FY26 Proposed	Budget Committee Assumptions
Rent and Taxes	302,568	307,168	Court proposal
Utilities	65,400	59,000	Court proposal
Office Supplies	42,500	50,000	Court proposal
Office Cleaning	38,300	40,400	Court proposal
Leased Office Equipment	22,200	22,700	Court proposal
Postage Equip/Fees(incl leased equip)	37,400	39,400	Court proposal
Legal Notices and Ads	29,700	40,000	Court proposal
Liability Insurance	12,575	13,850	Court proposal
Education/Seminars/Meetings	7,000	7,000	\$600 per RCPC, plus \$200 per Family Specialist
Dues	1,050	1,075	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	1,075	1,075	Court proposal, subject to \$1,500 maximum
Other Expenses	2,800	2,500	\$500 per district
TOTAL EXPENSES	562,568	584,168	3.84%

** Represents number of individuals (not FTE)

Educ/Seminars/Mtg

Budget Committee Meeting - March 5, 2025

No.	District Name	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	600	600	-
2	West Hartford	600	600	-
3	Tobacco Valley	600	600	-
4	Greater Windsor	600	600	-
5	East Hartford	600	600	-
6	Glastonbury-Hebron	600	600	-
7	Newington	600	600	-
8	Berlin	600	600	-
9	Simsbury Regional	600	600	-
10	Farmington-Burlington	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington	600	600	-
13	Greater Manchester	600	600	-
14	Region # 14	600	600	-
15	Middletown	600	600	-
16	Meriden	600	600	-
17	Wallingford	600	600	-
18	Cheshire-Southington	600	600	-
19	Bristol-Plymouth	600	600	-
20	Waterbury	600	600	-
21	Naugatuck	600	600	-
22	Region # 22	600	600	-
23	Torrington Area	600	600	-
24	Litchfield Hills	600	600	-
25	Tolland-Mansfield	600	600	-
26	Northeast	600	600	-
27	Plainfield-Killingly Regional	600	600	-
28	Windham-Colchester	600	600	-
29	Norwich	600	600	-
30	Southeastern CT Regional	600	600	-
31	New London	600	600	-
32	Niantic Regional	600	600	-
33	Saybrook	600	600	-
34	Madison-Guilford	600	600	-
35	Branford-North Branford	600	600	-
36	East Haven-North Haven	600	600	-
37	Hamden-Bethany	600	600	-

Educ/Seminars/Mtg

Budget Committee Meeting - March 5, 2025

No.	District Name	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline
38	New Haven	600	600	-
39	West Haven	600	600	-
40	Milford-Orange	600	600	-
41	Derby	600	600	-
42	Shelton	600	600	-
43	Danbury	600	600	-
44	Housatonic	600	600	-
45	Northern Fairfield County	600	600	-
46	Trumbull	600	600	-
47	Stratford	600	600	-
48	Bridgeport	1,000	600	400
49	Fairfield	600	600	-
50	Westport	600	600	-
51	Norwalk-Wilton	600	600	-
52	Darien-New Canaan	600	600	-
53	Stamford	600	600	-
54	Greenwich	600	600	-
SUBTOTAL		32,800	32,400	400
55	New Haven Regional Children's	1,400	1,400	-
56	Central CT Regional Children's	1,200	1,200	-
57	New London Regional Children's	1,000	1,000	-
58	Waterbury Regional Children's	1,000	1,000	-
59	Northeast Regional Children's	1,000	1,000	-
60	Hartford Regional Children's	1,400	1,400	-
SUBTOTAL		7,000	7,000	-
TOTAL		39,800	39,400	400

Dues

Budget Committee Meeting - March 5, 2025

No.	District Name	# of Court Staff for FY26	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	13	325	325	0
2	West Hartford	8	200	200	0
3	Tobacco Valley	5	125	125	0
4	Greater Windsor	5	125	125	0
5	East Hartford	4	100	100	0
6	Glastonbury-Hebron	4	100	100	0
7	Newington	7	175	175	0
8	Berlin	7	175	175	0
9	Simsbury Regional	6	150	150	0
10	Farmington-Burlington	6	150	150	0
11	North Central Connecticut	6	150	150	0
12	Ellington	5	125	125	0
13	Greater Manchester	5	125	125	0
14	Region # 14	4	100	100	0
15	Middletown	6	150	150	0
16	Meriden	3	75	75	0
17	Wallingford	5	125	125	0
18	Cheshire-Southington	5	125	125	0
19	Bristol-Plymouth	7	175	175	0
20	Waterbury	9	225	225	0
21	Naugatuck	5	125	125	0
22	Region # 22	6	150	150	0
23	Torrington Area	6	150	150	0
24	Litchfield Hills	5	125	125	0
25	Tolland-Mansfield	5	125	125	0
26	Northeast	4	100	100	0
27	Plainfield-Killingly Regional	4	100	100	0
28	Windham-Colchester	5	125	125	0
29	Norwich	5	125	125	0
30	Southeastern CT Regional	6	150	150	0
31	New London	4	100	100	0
32	Niantic Regional	7	175	175	0
33	Saybrook	7	175	175	0
34	Madison-Guilford	4	100	100	0
35	Branford-North Branford	4	100	100	0
36	East Haven-North Haven	5	125	125	0

Dues

Budget Committee Meeting - March 5, 2025

No.	District Name	# of Court Staff for FY26	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline
37	Hamden-Bethany	5	125	125	0
38	New Haven	7	175	175	0
39	West Haven	6	150	150	0
40	Milford-Orange	6	150	150	0
41	Derby	5	125	125	0
42	Shelton	4	100	100	0
43	Danbury	5	125	125	0
44	Housatonic	5	125	125	0
45	Northern Fairfield County	5	125	125	0
46	Trumbull	5	125	125	0
47	Stratford	5	125	125	0
48	Bridgeport	15	375	375	0
49	Fairfield	5	125	125	0
50	Westport	5	125	125	0
51	Norwalk-Wilton	9	225	225	0
52	Darien-New Canaan	4	100	100	0
53	Stamford	7	175	175	0
54	Greenwich	6	150	150	0
SUBTOTAL		311	7,775	7,775	-
55	New Haven Regional Children's	12	300	300	0
56	Central CT Regional Children's	7	175	175	0
57	New London Regional Children's	5	125	125	0
58	Waterbury Regional Children's	7	175	175	0
59	Northeast Regional Children's	5	125	125	0
60	Hartford Regional Children's	7	175	175	0
SUBTOTAL		43	1,075	1,075	-
TOTAL		354	8,850	8,850	-

Subscriptions

Budget Committee Meeting - March 5, 2025

No.	District Name	FY25 Budget	FY26 Budget	Change from previous year
1	Hartford	1,500	1,500	-
2	West Hartford	-	-	-
3	Tobacco Valley	1,500	1,500	-
4	Greater Windsor	1,000	1,500	500
5	East Hartford	1,500	1,500	-
6	Glastonbury-Hebron	500	-	(500)
7	Newington	-	-	-
8	Berlin	1,200	1,200	-
9	Simsbury Regional	900	1,000	100
10	Farmington-Burlington	1,500	1,500	-
11	North Central Connecticut	500	1,500	1,000
12	Ellington	-	500	500
13	Greater Manchester	1,500	1,500	-
14	Region # 14	1,500	1,500	-
15	Middletown	1,500	1,500	-
16	Meriden	500	500	-
17	Wallingford	1,500	1,500	-
18	Cheshire-Southington	900	900	-
19	Bristol-Plymouth	1,500	1,500	-
20	Waterbury	1,500	1,500	-
21	Naugatuck	1,500	1,500	-
22	Region # 22	1,500	1,500	-
23	Torrington Area	1,500	1,500	-
24	Litchfield Hills	1,500	1,500	-
25	Tolland-Mansfield	1,200	1,200	-
26	Northeast	500	1,500	1,000
27	Plainfield-Killingly Regional	600	800	200
28	Windham-Colchester	1,500	1,500	-
29	Norwich	1,300	1,300	-
30	Southeastern CT Regional	1,500	1,500	-
31	New London	-	-	-
32	Niantic Regional	225	1,500	1,275
33	Saybrook	1,500	1,500	-
34	Madison-Guilford	1,300	900	(400)
35	Branford-North Branford	1,500	1,500	-
36	East Haven-North Haven	-	-	-
37	Hamden-Bethany	1,500	1,500	-
38	New Haven	1,500	1,500	-
39	West Haven	600	600	-
40	Milford-Orange	-	-	-

Subscriptions

Budget Committee Meeting - March 5, 2025

No.	District Name	FY25 Budget	FY26 Budget	Change from previous year
41	Derby	1,200	1,200	-
42	Shelton	950	950	-
43	Danbury	1,500	1,500	-
44	Housatonic	1,500	1,500	-
45	Northern Fairfield County	1,500	1,500	-
46	Trumbull	800	1,200	400
47	Stratford	1,500	1,000	(500)
48	Bridgeport	1,500	1,500	-
49	Fairfield	1,500	1,500	-
50	Westport	1,500	1,500	-
51	Norwalk-Wilton	1,200	1,500	300
52	Darien-New Canaan	1,500	1,500	-
53	Stamford	1,342	1,335	(7)
54	Greenwich	-	-	-
SUBTOTAL		58,717	62,585	3,868
55	New Haven Regional Children's	-	-	-
56	Central CT Regional Children's	325	325	-
57	New London Regional Children's	-	-	-
58	Waterbury Regional Children's	500	500	-
59	Northeast Regional Children's	-	-	-
60	Hartford Regional Children's	250	250	-
SUBTOTAL		1,075	1,075	-
TOTAL		59,792	63,660	3,868

Other Expenses

Budget Committee Meeting - March 5, 2025

No.	District Name	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline	Notes
1	Hartford	500	500	0	
2	West Hartford	500	500	0	
3	Tobacco Valley	500	500	0	
4	Greater Windsor	500	500	0	
5	East Hartford	500	500	0	
6	Glastonbury-Hebron	500	500	0	
7	Newington	500	500	0	
8	Berlin	500	500	0	
9	Simsbury Regional	500	500	0	
10	Farmington-Burlington	500	500	0	
11	North Central Connecticut	500	500	0	
12	Ellington	500	500	0	
13	Greater Manchester	500	500	0	
14	Region # 14	500	500	0	
15	Middletown	500	500	0	
16	Meriden	500	500	0	
17	Wallingford	500	500	0	
18	Cheshire-Southington	500	500	0	
19	Bristol-Plymouth	875	500	375	Kinship & Respite administration costs
20	Waterbury	500	500	0	
21	Naugatuck	500	500	0	
22	Region # 22	500	500	0	
23	Torrington Area	500	500	0	
24	Litchfield Hills	500	500	0	
25	Tolland-Mansfield	500	500	0	
26	Northeast	500	500	0	
27	Plainfield-Killingly Regional	500	500	0	
28	Windham-Colchester	500	500	0	
29	Norwich	500	500	0	
30	Southeastern CT Regional	500	500	0	
31	New London	1,840	500	1,340	Parking
32	Niantic Regional	500	500	0	
33	Saybrook	500	500	0	
34	Madison-Guilford	500	500	0	
35	Branford-North Branford	500	500	0	
36	East Haven-North Haven	500	500	0	
37	Hamden-Bethany	500	500	0	
38	New Haven	25,420	500	24,920	Parking
39	West Haven	500	500	0	
40	Milford-Orange	500	500	0	
41	Derby	500	500	0	
42	Shelton	500	500	0	
43	Danbury	500	500	0	
44	Housatonic	500	500	0	
45	Northern Fairfield County	500	500	0	
46	Trumbull	500	500	0	
47	Stratford	500	500	0	
48	Bridgeport	500	500	0	
49	Fairfield	500	500	0	
50	Westport	500	500	0	
51	Norwalk-Wilton	500	500	0	
52	Darien-New Canaan	500	500	0	
53	Stamford	500	500	0	

Other Expenses

Budget Committee Meeting - March 5, 2025

No.	District Name	FY26 Budget	Budget Committee Guidelines	Variance over (under) guideline	Notes
54	Greenwich	500	500	0	
SUBTOTAL		53,635	27,000	26,635	
55	New Haven Regional Children's	500	500	0	
56	Central CT Regional Children's	500	500	0	
57	New London Regional Children's	-	500	-500	
58	Waterbury Regional Children's	500	500	0	
59	Northeast Regional Children's	500	500	0	
60	Hartford Regional Children's	500	500	0	
SUBTOTAL		2,500	3,000	(500)	
TOTAL		56,135	30,000	26,135	

Office Expense Budget- Hartford Probate District PD01

FY 2025 Budget

July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **13** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	325	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,925	-1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- West Hartford Probate Court PD02

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **8** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	200	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,300	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Tobacco Valley Probate District PD03

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Greater Windsor Probate District PD04

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	22%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- East Hartford Probate District PD05

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,700	-1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Glastonbury-Hebron Probate District PD06

FY 2025 Budget July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,200	-29%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Newington Probate District PD07

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,275	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Berlin Probate District PD08

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,200	
Other Expenses	500	
TOTAL EXPENSES	2,475	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Simsbury Regional Probate District PD09

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,000	
Other Expenses	500	
TOTAL EXPENSES	2,250	5%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Farmington Regional Probate Court PD10

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- North Central Connecticut Probate District PD11

FY 2025 Budget July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 6 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	59%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Ellington Probate District PD12

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	500	
Other Expenses	500	
TOTAL EXPENSES	1,725	41%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Greater Manchester Probate District PD13

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Region #14 Probate District PD14

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,700	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Middletown Probate District PD15

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 6 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Meriden Probate District PD16

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **3** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	75	
Subscriptions	500	
Other Expenses	500	
TOTAL EXPENSES	1,675	-1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Wallingford Probate District PD17

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 25 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Cheshire-Southington Probate District PD18

FY 2025 Budget

July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 25 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	900	
Other Expenses	500	
TOTAL EXPENSES	2,125	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Bristol-Plymouth Probate District PD19

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,500	
Other Expenses	875	Additional to cover cost of Kinship & Respite
TOTAL EXPENSES	3,150	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Waterbury Probate District PD20

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 9 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	225	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,825	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Naugatuck Probate District PD21

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Region #22 Probate District PD22

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Torrington Area Probate District PD23

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Litchfield Hills Probate District PD24

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Tolland-Mansfield Probate District PD25

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,200	
Other Expenses	500	
TOTAL EXPENSES	2,425	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Northeast Probate District PD26

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 4 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,700	59%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Plainfield-Killingly Regional Probate District PD27

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	800	
Other Expenses	500	
TOTAL EXPENSES	2,000	11%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Windham-Colchester Probate District PD28

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Norwich Probate District PD29

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,300	
Other Expenses	500	
TOTAL EXPENSES	2,525	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Southeastern CT Regional Probate District PD30

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,750	1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- New London Probate District PD31

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	-	
Other Expenses	1,840	Parking Included
TOTAL EXPENSES	2,540	-52%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Niantic Regional Probate District PD32

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,775	88%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Saybrook Probate District PD33

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 7 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,775	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Madison-Guilford Probate District PD34

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 4 **

Description	FY 25 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	900	
Other Expenses	500	
TOTAL EXPENSES	2,100	-16%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Branford-North Branford Probate District PD35

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,700	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- East Haven-North Haven Probate District PD36

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 25 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,225	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Hamden-Bethany Probate District PD37

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- New Haven Probate District PD38

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff not including FS): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,500	
Other Expenses	25,420	Parking
TOTAL EXPENSES	27,695	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- West Haven Probate District PD39

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	600	
Other Expenses	500	
TOTAL EXPENSES	1,850	-1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Milford-Orange Probate District PD40

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,250	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Derby Probate District PD41

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,200	
Other Expenses	500	
TOTAL EXPENSES	2,425	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Shelton Probate District PD42

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 4 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	950	
Other Expenses	500	
TOTAL EXPENSES	2,150	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Danbury Probate District PD43

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 5 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Housatonic Probate District PD44

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Northern Fairfield County Probate District PD45

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 5 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Trumbull Probate District PD46

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,200	
Other Expenses	500	
TOTAL EXPENSES	2,425	20%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Stratford Probate District PD47

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,000	
Other Expenses	500	
TOTAL EXPENSES	2,225	-18%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Bridgeport Probate District PD48

FY 2025 Budget July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 15 **
 No. of Family Specialists included in total count above: 2

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	1,000	\$600, plus \$200 per Family Specialist
Dues	375	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	3,375	14%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Fairfield Probate District PD49

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): 5 **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Westport Probate District PD50

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **5** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	125	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,725	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Norwalk-Wilton Probate District PD51

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **9** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	225	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,825	12%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Darien-New Canaan Probate District PD52

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **4** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	100	
Subscriptions	1,500	
Other Expenses	500	
TOTAL EXPENSES	2,700	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Stamford Probate District PD53

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **7** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	175	
Subscriptions	1,335	
Other Expenses	500	
TOTAL EXPENSES	2,610	-1%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Greenwich Probate District PD54

FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff): **6** **

Description	FY 26 Budget	Budget Committee Assumptions
Education/Seminars/Meetings	600	
Dues	150	
Subscriptions	-	
Other Expenses	500	
TOTAL EXPENSES	1,250	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- New Haven RCPC PD55

FY 2025 Budget

July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

12	12	**
4	4	

No. of Family Specialist included in total count above:

Description	FY 25 Budget	FY 26 Budget	Budget Committee Assumptions
Rent and Taxes	74,000	74,200	Annual rent increase & taxes
Utilities	25,400	25,400	Rate increase in Gas/Electric
Office Supplies	14,000	16,000	Price increase in general office supplies
Office Cleaning	19,600	20,500	Rate increase in maintenance and cleaning services
Leased Office Equipment	8,500	9,000	Equipment lease renewal
Postage Equip and Fees (incl. leased equip)	9,000	10,000	Postage increase in mailing legal documents
Legal Notices and Ads	12,000	20,000	Legal newspaper advertising increase for legal notices.
Liability Insurance	4,100	4,100	Commercial liability
Education/Seminars/Meetings	1,400	1,400	\$600 per RCPC, plus \$200 per Family Specialist
Dues	300	300	
Subscriptions		-	
Other Expenses	500	500	
TOTAL EXPENSES	168,800	181,400	7%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Central CT RCPC PD56

FY 2025 Budget

July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

7	7
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** Including AJ

No. of Family Specialists included in total count above:

3	3
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Description	FY 25 Budget	FY26 Budget	Budget Committee Assumptions
Rent and Taxes	68,000	69,000	
Utilities	2,600	2,800	
Office Supplies	5,000	5,000	
Office Cleaning	4,000	5,000	
Leased Office Equipment	3,000	3,000	
Postage Equip and Fees (incl. leased equip)	5,000	5,000	
Legal Notices and Ads	1,200	2,000	
Liability Insurance	1,000	1,000	
Education/Seminars/Meetings	1,200	1,200	\$600 per RCPC, plus \$200 per Family Specialist
Dues	175	175	
Subscriptions	325	325	
Other Expenses	500	500	
TOTAL EXPENSES	92,000	95,000	3%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- New London RCPC PD57
FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

5	5	**
2	2	

No. of Family Specialists included in total count above:

Description	FY 25 Budget	FY 26 Budget	Budget Committee Assumptions
Rent and Taxes	58,100	58,100	
Utilities	5,400	5,400	
Office Supplies	3,000	3,000	
Office Cleaning	2,200	2,200	
Leased Office Equipment	2,000	2,000	
Postage Equip and Fees (incl. leased equip)	5,000	5,000	
Legal Notices and Ads	9,500	9,500	
Liability Insurance	875	1,000	increase in cost
Education/Seminars/Meetings	1,000	1,000	\$600 per RCPC, plus \$200 per Family Specialist
Dues	125	125	
Subscriptions			
Other Expenses			
TOTAL EXPENSES	87,200	87,325	0%

** Represents number of individuals (not FTE); excludes temporary employees

Office Expense Budget- Waterbury RCPC PD58
FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

7	7
2	2

No. of Family Specialists included in total count above:

Description	FY 25 Budget	FY 26 Budget	Budget Committee Assumptions
Rent and Taxes	50,868	50,868	
Utilities	5,000	6,000	rising cost of utilities
Office Supplies	6,500	6,500	
Office Cleaning	9,500	9,500	
Leased Office Equipment	2,000	2,000	
Postage Equip and Fees (incl. leased equip)	4,000	5,000	Increase in postage cost and vast increase in out of country mail.
Legal Notices and Ads	2,000	3,000	Substantial increase in out of country publications on fee waivers
Liability Insurance	2,000	2,750	Price increases substantially every year
Education/Seminars/Meetings	1,000	1,000	\$600 per RCPC, plus \$200 per Family Specialist
Dues	175	175	
Subscriptions	500	500	
Other Expenses	500	500	
TOTAL EXPENSES	84,043	87,793	4%

*** Represents number of individuals (not FTE); excludes temporary employees*

Office Expense Budget- Northeast RCPC PD59
FY 2025 Budget
July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

5	5	**
2	2	

No. of Family Specialists included in total count above:

Description	FY 25 Budget	FY 26 Budget	Budget Committee Assumptions
Rent and Taxes	51,600	54,000	
Utilities	19,600	12,000	
Office Supplies	6,000	11,000	
Office Cleaning	3,000	3,200	
Leased Office Equipment	1,700	1,700	
Postage Equip and Fees (incl. leased equip)	6,400	6,400	
Legal Notices and Ads	3,500	3,500	
Liability Insurance	600	1,000	
Education/Seminars/Meetings	1,000	1,000	\$600 per RCPC, plus \$200 per Family Specialist
Dues	125	125	
Subscriptions			
Other Expenses	500	500	
TOTAL EXPENSES	94,025	94,425	0%

*** Represents number of individuals (not FTE); excludes temporary employees*

Office Expense Budget- Hartford RCPC PD60

FY 2025 Budget

July 1, 2025 - June 30, 2026

No. of Employees (Judge and Court Staff):

6	7	**
4	4	

No. of Family Specialists included in total count above:

Description	FY 25 Budget	FY 26 Budget	Budget Committee Assumptions
Rent and Taxes		1,000	
Utilities	7,400	7,400	
Office Supplies	8,000	8,500	
Office Cleaning	-	-	
Leased Office Equipment	5,000	5,000	
Postage Equip and Fees (incl. leased equip)	8,000	8,000	
Legal Notices and Ads	1,500	2,000	
Liability Insurance	4,000	4,000	
Education/Seminars/Meetings	1,400	1,400	\$600 per RCPC, plus \$200 per Family Specialist
Dues	150	175	
Subscriptions	250	250	
Other Expenses	800	500	
TOTAL EXPENSES	36,500	38,225	5%

** Represents number of individuals (not FTE); excludes temporary employees

PCA Policy Manual
201 STAFFING LEVELS AND
POSITION CLASSIFICATIONS

POLICY

The Probate Court Budget Committee establishes staffing levels for each court, including the allocation of staff among position classifications. Staffing levels are established within the anticipated available funds in the annual budget.

GENERAL INFORMATION

The budget committee establishes benchmark and transitional staffing levels for each court and reviews staffing levels to update benchmark levels, as applicable. The benchmark level represents the optimal number of staff, and the transitional authorization permits courts to maintain a higher level of staffing if the court's staff (or combined staff of merging courts) as of December 31, 2009 was higher than the benchmark level.

Courts are expected to move toward the benchmark staffing levels through voluntary attrition. If a court's transitional authorization is higher than the benchmark, the court is not authorized to fill vacancies resulting from the departure of an employee.

Courts must adhere to the benchmark staffing level that specifies the position classifications available for the court. New hires must fit into this framework.

Staffing levels are expressed as full-time equivalents (FTE). One FTE position equals 40 hours of work per week. For example, a court with a benchmark staffing level of 3.5 can implement staffing equal to 140 hours per week ($3.5 \times 40 = 140$). While courts must be open to the public 40 hours per week, courts are not required to have 40-hour work weeks for court staff. How the total number of authorized work hours is implemented is up to each court, and staff schedules can be staggered to cover the required open hours.

Staffing will be allocated to the following position classifications:

Position Title	Restrictions
Chief Clerk III	Court benchmark 8.0 FTE or more
Chief Clerk II	Court benchmark between 4.0-7.9 FTE
Chief Clerk I	Court benchmark 3.9 FTE or less
Court Staff Attorney	Court benchmark 8.0 FTE or more
Deputy Chief Clerk	Court benchmark 8.0 FTE or more
Clerk	Budget committee authorization
Assistant Clerk	Budget committee authorization
Court Assistant	Budget committee authorization
Lead Family Specialist	Budget committee authorization
Family Specialist	Budget committee authorization
Security Officer *	Limited to regional children's courts
Temporary Staff	Budget committee authorization

* Regional Children's Probate Courts

As assistant clerks advance to the clerk level, vacancies will be filled at benchmark staffing levels.

A full-time position is defined as one requiring 35 hours or more of work per week; and a part-time position is less than 35 hours of work per week. A temporary staff position is defined as a position authorized for an individual court for a specific purpose and for a limited period of time. Refer to Policy No. 202 "Temporary Staffing" for the policy and procedures.

Judges should fill vacancies with full-time employees whenever possible. For existing full-time positions, a request for a reduction of work hours to a part-time position requires PCA approval.

PROCEDURES

In accordance with Regulation 28, the budget committee establishes benchmark staffing levels by taking the following factors into account:

- Efficiency of operation
- Population of the probate district as established in the annual population estimate by the Department of Public Health for each city or town as of October 1 of the immediately preceding calendar year
- Workload
- Types of cases heard by the court
- Other factors the budget committee considers appropriate

The budget committee is authorized to consider adjustments to staffing levels during the course of the year to address unforeseen circumstances.

Questions on this policy: Contact PCA Financial Services Department at (860) 231-2442

Forms for this policy: Position Descriptions

Probate Court Chief Clerk I, II, III

Class Definition:

This class is accountable for directing the daily operations of the clerk's office in a Probate Court.

Guidelines for Class Use:

Assignment of Chief Clerks will be determined as follows: Chief Clerk I will be assigned to those courts having 1-3 fulltime equivalent staff; Chief Clerk II will be assigned to those courts having 4-7 full time equivalent staff; Chief Clerk III will be assigned to those courts having 8 or more full time equivalent staff.

Supervision Received:

Receives supervision from the Judge.

Supervision Exercised:

Directs office staff as assigned.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Directs the staff and operations of the Probate Court which is responsible for processing decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; formulates office goals and objectives; coordinates, plans and manages office activities in accordance with established policies; acts as ADA contact for the court; directs case management activities; establishes office policies and procedures for review and processing of court documents; reviews, evaluates and processes a variety of files prior to hearings; monitors compliance with pertinent laws, statutes and rules of practice; assists judge with research materials and consults with judge on research matters as required; prepares file notes for Judge; reviews or supervises review of fiduciary accountings; acts as liaison with other state and governmental agencies; provides technical and consultative assistance to attorneys and pro se parties regarding procedural matters; schedules hearings, notices parties; attends hearings; provides interpreting services; provides for the translation of documents; enters data into the CMS program; prepares correspondence, memos and decrees; oversees records management; assists in the hiring of new staff; provides staff training and assistance; conducts staff performance evaluations; oversees court attendance; acts as trustee of court funds and is responsible for maintaining financial records, ensuring the proper receipt and deposit of all court funds; acts as charge administrator for accounts receivables; prepares and maintains financial records and reports for Probate Administration; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Considerable knowledge of the policies, procedures and operating systems of the Probate Court office strongly preferred; considerable knowledge of and ability to interpret and apply relevant state laws and rules of practice; knowledge and ability to apply management principles and techniques; considerable interpersonal skills; supervisory ability; considerable oral and written communication skills; considerable knowledge of the CMS program strongly preferred; computer skills.

Experience and Training:

General Experience: Eight years of experience in the Probate Court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling one-half (½) year of experience to a maximum of four (4) years for a Bachelor's Degree.

2. A Master's degree or law degree may be substituted for one (1) additional year of general experience.

Special Experience: Supervisory experience is preferred.

Adopted: 02/17/2010 Revisions: 01/01/2023, 07/01/2025

Probate Court Staff Attorney

Class Definition:

This class is accountable for performing a variety of legal research and administrative functions for the Probate Courts.

Class Guidelines:

Assigned to those courts with the position of Chief Clerk III.

Supervision Received:

Works under the general supervision of the Chief Clerk.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Researches and analyzes legal questions and issues for a variety of Probate Court files including decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; prepares summaries on legal implications and issues; reviews cases for procedural problems; completes legal research problems as directed; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; prepares correspondence, reports, memos and decrees; attends hearings; performs related duties as required.

Minimum Qualifications Required:

Membership in the Connecticut Bar

Knowledge, Skill and Ability:

Knowledge of and ability to interpret and apply relevant state laws and rules of practice; interpersonal skills; oral and written communication skills; computer skills.

Probate Court Deputy Chief Clerk

Class Definition:

This class is accountable for assisting in the overall administration of a Probate Court and independently performing a full range of tasks including reviewing and processing a variety of court documents.

Guidelines for Class Use:

Deputy Chief Clerks will only be assigned to those courts having 8 or more full time equivalent staff.

Supervision Received:

Works under the general supervision of the Chief Clerk.

Supervision Exercised:

May supervise lower level staff as assigned.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Assists in the direction of the staff and operations of the Probate Court which is responsible for processing decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; reviews, evaluates and processes a variety of files prior to hearings; monitors compliance with pertinent laws, statutes and rules of practice; assists judge with research materials and consults with judge on research matters as required; prepares file notes for Judge; reviews or supervises review of fiduciary accountings; acts as liaison with other state and governmental agencies; provides technical and consultative assistance to attorneys and pro se parties regarding procedural matters; schedules hearings, notices parties; enters data into the CMS program; attends hearings; prepares file notes for the Judge; provides interpreting services; provides for the translation of documents; prepares correspondence, memos and decrees; provides staff training and assistance; conducts staff evaluations; oversees court attendance; assumes responsibility for monitoring files; acts as trustee of court funds and is responsible for maintaining financial records, ensuring the proper receipt and deposit of all court funds; acts as charge administrator for accounts receivables; acts as billing and accounts receivable management coordinator; prepares and maintains financial records and reports for Probate Administration; acts for chief clerk during absences; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Knowledge of the policies, procedures and operating systems of the Probate Court office strongly preferred; knowledge of and ability to interpret and apply relevant state laws and rules of practice; interpersonal skills; oral and written communication skills; computer skills; knowledge of the CMS program strongly preferred.

Experience and Training:

General Experience: Six years of experience in the Probate Court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling one-half (½) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's degree or law degree may be substituted for one (1) additional year of general experience

Special Experience: Supervisory experience is preferred.

Adopted: 02/17/2010
Revisions: 09/01/2010, 01/01/2023

Probate Court Clerk

Class Definition:

This class is accountable for performing the more complex tasks in the review and processing of court documents and performing other administrative duties in a Probate Court.

Supervision Received:

Works under the general supervision of the Chief Clerk or Deputy Chief Clerk.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Reviews, evaluates and processes a variety of Probate Court files including decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; monitors compliance with pertinent laws, statutes and rules of practice; reviews and responds to inquiries from the public; reviews fiduciary accountings; acts as liaison with other state and governmental agencies; schedules hearings; enters data into the CMS program; coordinates and arranges appointment of counsel and other professionals as required by statute; coordinates service of notice, including publication and certified mail notice; attends hearings; prepares file notes for the Judge; provides interpreting services; provides for the translation of documents; provides or oversees statistical reporting; provides staff training and assistance; prepares correspondence, memos and decrees; collects, scans, stores, retrieves and destroys official court records in accordance with statutory mandate and administrative policies and procedures; acts as billing and accounts receivable management coordinator; prepares and maintains financial records and reports for Probate Administration; makes deposits; may act for chief clerk during absences; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability: Knowledge of the policies, procedures and operating systems of the Probate Court office strongly preferred; knowledge of and ability to interpret and apply relevant state laws and rules of practice; interpersonal skills; oral and written communication skills; knowledge of the CMS program strongly preferred; computer skills.

Experience and Training:

General Experience: Four years of experience in the Probate Court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling one-half ($\frac{1}{2}$) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's degree or law degree may be substituted for one (1) additional year of general experience.

Guidelines for Class Use:

Advancement to this class is available to incumbents in assistant clerk positions after strong performance of four full-time years of experience in the Probate Court system. Advancement is not automatic and requires judge approval.

Probate Court Assistant Clerk

Class Definition:

This class is accountable for performing a full range of tasks in reviewing and processing court documents and performing other administrative duties in a Probate Court.

Supervision Received:

Works under the general supervision of an employee of a higher grade.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Assists in the review, evaluation and processing of a variety of Probate Court files including decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; reviews fiduciary accountings; reviews and responds to inquiries from the public; coordinates and arranges appointment of counsel and other professionals as required by statute; schedules hearings; prepares file notes for the Judge; provides interpreting services; provides for the translation of documents; coordinates service of notice, including publication and certified mail notice; collects, scans, stores, retrieves and destroys official court records in accordance with statutory mandate and administrative policies and procedures; provides or oversees statistical reporting; acts as liaison with other state and governmental agencies; enters data into the CMS program; monitors compliance with pertinent laws, statutes and rules of practice; prepares correspondence, memos and decrees; makes bank deposits; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Interpersonal skills; oral and written communication skills; computer skills.

Experience and Training:

General Experience: Two years of experience in the Probate Court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling one-half ($\frac{1}{2}$) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's degree or law degree may be substituted for one (1) additional year of general experience.

Guidelines for Class Use:

Advancement from assistant clerk to the clerk level is available to incumbents after strong performance of four full-time years of experience in the Probate Court system. Advancement is not automatic and requires judge approval.

Probate Court Assistant

Class Definition:

This class is accountable for receiving on the job training and for attaining increasing skills in the operation of the CMS program, personal computers, document processing, public service and general office support in the Probate Court.

Supervision Received:

Works under the close supervision of an employee of a higher grade.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Performs a range of administrative support tasks for a variety of Probate Court files including decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; meets and greets public visitors and performs other receptionist duties; answers telephones, routes calls, and provides general information; operates and receives training in the CMS program; prepares typewritten materials; maintains files, forms and documents; processes passports; processes respite and kinship applications; reviews documents for apparent errors; provides interpreting services; provides for the translation of documents; operates a variety of office equipment such as copiers, faxes, printers and similar equipment; may schedule hearings, notice parties; make bank deposits; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Interpersonal skills; oral and written communication skills; basic computer skills.

Experience and Training:

General Experience: One year of clerical experience involving operation of a personal computer.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of 15 semester hours equaling one-half ($\frac{1}{2}$) year of experience to a maximum of four (4) years for a Bachelor's Degree.

Lead Family Specialist

Class definition:

This class is accountable for supervising the Family Specialist staff of a Regional Children's Probate Court or administrative region.

Guidelines for Class Use:

Assignment of Lead Family Specialists will be made only in those Regional Children's Probate Courts and administrative regions having three or more Family Specialists.

Supervision Received:

Works under the general supervision of the Administrative Judge of the Regional Children's Probate Court or judge of a Probate Court. Receives clinical supervision from the Probate Court Administration Manager of Mental Health and Family Programs. Reports to the Chief Clerk for administrative and attendance purposes.

Supervision Exercised:

Provides clinical supervision with the Manager of Mental Health and Family Programs for Family Specialists and interns as assigned.

Examples of Duties:

Performs or may perform the duties of a Family Specialist. Plans office workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains office procedures; assists with providing staff training and assistance; may conduct performance evaluations; acts as liaison with other operating units, agencies, and outside officials regarding office policies and procedures; may make recommendations on policies or standards; prepares reports and correspondence; reviews and approves contents and recommendations of reports prior to submission to the court; may review and respond to complaints involving staff performance or office procedures and policies; may maintain a caseload of direct services to the court and the public; may testify regarding case studies and provide other direct services as necessary; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Considerable knowledge of family dynamics and child development; considerable knowledge of the social, cultural, economic psychological and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of relevant state and federal laws; statutes and regulations pertaining to Department of Children and Families; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to utilize multi-party negotiation skills; interpersonal skills; oral and written communication skills; computer skills; considerable ability to relate to different cultural and economic backgrounds; considerable interviewing and counseling skills; considerable ability to objectively analyze highly conflicted and/or volatile situations and the ability to utilize logical, defensible judgment in recommending appropriate solutions or dispositional options; supervisory ability.

Experience and Training:

A Master's degree in the social sciences or related field or J.D., and four years of experience in social work, counseling or human services related to child welfare or child development.

Substitutions Allowed:

A Bachelor's degree in the social sciences or related field and six years of experience in social work, counseling or human services related to child welfare or child development.

Special Requirement: Incumbents may be required to travel in the course of their daily work.

Family Specialist

Class Definition:

This class is accountable for independently performing a range of family plan development, assessment and case management services relative to children's matters.

Guidelines for Class Use:

Assignment of Family Specialists will be made only in the Regional Children's Probate Courts and those Probate Courts that are not served by a Regional Children's Probate Court.

Supervision Received:

Works under the general supervision of the Administrative Judge of the Regional Children's Probate Court or judge of a Probate Court. Receives clinical supervision from the Probate Court Administration Manager of Mental Health and Family programs and Lead Family Specialist, if applicable. Reports to the Chief Clerk for administrative and attendance purposes.

Supervision Exercised:

May supervise interns as assigned.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:
Conducts conferences with parents, family members and attorneys, and utilizes negotiation skills to facilitate settlement of cases before hearing; develops agreements between the parties which provide for the best interests of the child and are judicially acceptable; coordinates with Department of Children and Families, private and court-appointed counsel, and other related persons and agencies; acts as a liaison between the court and families, professional associates, social welfare agencies, and attorneys regarding case issues; assists with providing referrals and resources for services to children and families; confers with the administrative judge to discuss case status, court policies and procedures; prepares recommendations for the consideration of the Judge; reviews and evaluates court files for completeness; monitors case for compliance with court expectations; prepares family case plans and monthly progress notes for court review; attends court hearings; prepares statistical and administrative reports and correspondence; provides interpreting services; provides for the translation of documents; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Considerable knowledge of family dynamics and child development; considerable knowledge of the social, cultural, economic psychological and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of relevant state and federal laws; statutes and regulations pertaining to Department of Children and Families; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to utilize multi-party negotiation skills; interpersonal skills; oral and written communication skills; computer skills; considerable ability to relate to different cultural and economic backgrounds.

Experience and Training:

A Master's Degree in the social sciences or related field or J.D., and two years of experience in social work, counseling or human services related to child welfare or child development.

Substitutions Allowed:

A Bachelor's degree in the social sciences or related field and four years of experience in social work, counseling or human services related to child welfare or child development.

Special Requirements: Incumbents may be required to travel in the course of their daily work.

Adopted: 02/17/2010

Revisions: 09/01/2010, 07/01/2014, 07/01/2016, 01/01/2018

Probate Court Security Officer

Class Definition:

This class is accountable for providing security services in a Regional Children's Probate Court location.

Supervision Received:

Works under the general supervision of the Administrative Judge.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge:

Maintains safety and security of staff and visitors as assigned; patrols interior and exterior of building; monitors all movement through assigned areas; keeps records and prepare reports; assists staff as assigned; assists visitors by guiding them to proper locations, providing directions and information as requested; provides security escorts; performs related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Interpersonal skills; oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

Experience and Training:

Graduation from high school (or GED certification) and any experience or training which would provide the skills and abilities indicated above.