



CONNECTICUT PROBATE ASSEMBLY

MINUTES OF THE MARCH 6, 2023 MEETING OF THE PROCEDURES REVIEW COMMITTEE

Present: Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Kathleen Maxham, Fairfield; Hon. Mark DeGennaro, West Haven; Hon. David Shepard, Simsbury; Gale Pellegren, Chief Clerk, Torrington Area; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Susan Meagher, Chief Clerk, Berlin; Heather Dostaler, Eric Rothausser, Dana Masullo and Melissa Gordon, of the Office of the Probate Court Administrator.

Absent: Hon. Robert Randich, Newington; Karen Parzych, Chief Clerk, Madison-Guilford; Loreen (Lori) Michalak, Chief Clerk, Shelton.

Call to order: The meeting was held in person and the Chair, Judge Berkenstock, called the meeting to order at 9:28 a.m.

Old Business: Minutes of the December 5, 2022 meeting of the committee were reviewed and approved upon a motion by Judge Maxham, seconded by Judge DeGennaro.

New Business: The Committee reviewed, discussed and acted on revised forms as shown and evidenced on the attached schedule.

Upon motion by Judge Maxham, seconded by Judge Shepard, the changes discussed above were approved.

The Committee continued discussion of possible changes to the Temporary Custody ("TC"), Immediate Temporary Custody ("ITC"), Removal of Parent as Guardian, and Termination of Parental Rights forms which was tabled from the prior meeting. but after further discussion, it was decided that no action should be taken at this time.

The next meeting of the Procedures Review Committee will be on June 5, 2023 beginning at 9:00 a.m. in the Office of the Probate Administrator.

Adjournment: A motion was made to adjourn by Judge Maxham, seconded by Judge Shepard and the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Mark J. DeGennaro

Hon. Mark J. DeGennaro
Judge of Probate, West Haven Probate Court

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, JUNE 5, 2023 AT 9:00 A.M.**

| PC #   | P/C | Form Name                                                                            | CMS | WEB | Suggested Change(s)/Action Taken                                                                                          | Date of Committee Review | Committee Action |
|--------|-----|--------------------------------------------------------------------------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|
| PC-101 | P   | Motion for Continuance                                                               |     | X   | Discuss suggestion to revise form to simplify court certification of service                                              | 3/6/2023                 | Rejected         |
| PC-200 | P   | Petition/Administration or Probate of Will                                           |     | X   | Remove "File in Duplicate" from instructions.                                                                             | 3/6/2023                 | Approved         |
| PC-212 | P   | Affidavit in Lieu of Probate of Will/ Administration                                 |     | X   | 1. Discuss suggestion to add checkboxes for "Amended" and "Supplemental" 2. Remove "File in Duplicate" from instructions. | 3/6/2023                 | Approved         |
| PC-246 | P   | Financial Report Decedent's Estate                                                   |     | X   | Discuss suggestion to add detail of assets on hand                                                                        | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-331 | P   | Notice/Right to Hearing on Conservatorship                                           | X   |     | Discuss suggestion to add date of signature                                                                               | 3/6/2023                 | Approved         |
| PC-442 | P   | Financial Report Conservator/Guardian                                                |     | X   | Discuss suggestion to add detail of assets on hand                                                                        | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-443 | P   | Financial Report/Trust                                                               |     | X   | Discuss suggestion to add detail of assets on hand                                                                        | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-500 | P/C | Petition/Removal of Guardian                                                         |     | X   | For discussion purposes                                                                                                   | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-501 | P/C | Petition/Immediate Temporary Custody                                                 |     | X   | For discussion purposes                                                                                                   | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-502 | P/C | Petition/Temporary Custody                                                           |     | X   | For discussion purposes                                                                                                   | 12/5/2022;<br>3/6/2023   | Rejected         |
| PC-661 | C   | Decree/Termination of Parental Rights and Stepparent, Co-Parent or Relative Adoption | X   |     | Add option for Yasiel canvass language                                                                                    | 3/6/2023                 | Approved         |
| PC-764 | P   | Decree/Transfer File/Guardianship of Person with Intellectual Disability             | X   |     | Discuss suggestion to add option for inclusion of generic streamline language                                             | 3/6/2023                 | Approved         |

| <b>PC #</b> | <b>P/C</b> | <b>Form Name</b>                                                                                                     | <b>CMS</b> | <b>WEB</b> | <b>Suggested Change(s)/Action Taken</b>                                     | <b>Date of Committee Review</b> | <b>Committee Action</b> |
|-------------|------------|----------------------------------------------------------------------------------------------------------------------|------------|------------|-----------------------------------------------------------------------------|---------------------------------|-------------------------|
| PC-772      | C          | Psychologist's Report/Placement of Person with Intellectual Disability with the Department of Developmental Services |            | X          | Discuss suggestion to add language from C.G.S. § 17a-274(f) to instructions | 3/6/2023                        | Approved                |