

MINUTES OF THE JULY 12, 2021 MEETING  
OF THE PROCEDURES REVIEW COMMITTEE

**The following were in attendance at the meeting:** Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Diane Blick, Litchfield Hills; Hon. Mark DeGennaro, West Haven; Hon. Kathleen N. Maxham Fairfield; Loreen (Lori) Michalak, Chief Clerk Shelton; Karen Parzych, Chief Clerk Madison-Guilford; Gale Pellegren, Chief Clerk Torrington Area; and Heather Dostaler, Alison Green and Amy Benjamin of the Office of the Probate Court Administrator.

**The following were absent from the meeting:** Hon. Robert A. Randich and Susan Meagher, Chief Clerk Berlin

**Call to order:** The meeting was held virtually via WEBEX and was called to order at approximately 9:05 am.

**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.

The Committee will meet next on September 13, 2021 at 10:30 am and at this time will be scheduled and conducted virtually. The regularly scheduled August 2, 2021 is cancelled.

**Adjournment:** Upon motion duly made and seconded, the meeting was adjourned at approximately 11:00 am.

Respectfully submitted,

*Loreen Michalak*

Loreen (Lori) Michalak,  
Secretary

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, SEPTEMBER 13, 2021 AT 10:30AM  
AND WILL BE HELD VIRTUALLY**

| <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-134      | P          | Scheduling Order and Probate Court Hearing Management Order                                    | X          |            | For discussion purposes                                                                | 7/12/2021                       | Tabled for further discussion |
| PC-183      | P          | Appearance of Attorney                                                                         |            | X          | Add name of attorney to be replaced with "in lieu"                                     | 7/12/2021                       | Approved 7/12/2021            |
| PC-336      | P          | Notification of Request for Release from Voluntary Representation                              | X          |            | Add order to file inventory and final account                                          | 7/12/2021                       | Approved 7/12/2021            |
| PC-4406     | P          | Cover Sheet/Administration Account/Conservator/Guardian/Trust                                  |            | X          | New accounting cover sheet applicable to conservatorships, guardianships and trusts    | 7/12/2021                       | Approved 7/12/2021            |
| PC-600      | P/C        | Petition/Termination of Parental Rights                                                        |            | X          | Revisions consistent with Connecticut Parentage Act; minor edits and technical changes | 7/12/2021                       | Approved 7/12/2021            |
| PC-601      | P/C        | Petition/Consent Termination of Parental Rights AND Stepparent, Co-Parent or Relative Adoption |            | X          | Revisions consistent with Connecticut Parentage Act; minor edits and technical changes | 7/12/2021                       | Approved 7/12/2021            |

| <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-607      | P/C        | Petition for Order Directing Department of Public Health to Issue Original Birth Certificate |            | X          | NEW TITLE:<br>Petition for Order Directing Registrar of Vital Statistics to Issue Original Birth Certificate; Revisions consistent with Public Act 21-21 | 7/12/2021                       | Approved<br>7/12/2021   |
| PC-633      | P/C        | Waiver of Personal or Abode Service/Parental Rights Matter                                   |            | X          | Revisions consistent with Connecticut Parentage Act                                                                                                      | 7/12/2021                       | Approved<br>7/12/2021   |
| PC-660      | P/C        | Decree/Termination of Parental Rights                                                        | X          |            | Revisions consistent with Connecticut Parentage Act                                                                                                      | 7/12/2021                       | Approved<br>7/12/2021   |
| PC-667      | P/C        | Decree/Order Directing Department of Public Health to Issue Original Birth Certificate       | X          |            | NEW TITLE:<br>Decree/Order Directing Registrar of Vital Statistics to Issue Original Birth Certificate                                                   | 7/12/2021                       | Approved<br>7/12/2021   |