

MINUTES OF THE NOVEMBER 1, 2021 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

The following were in attendance at the meeting: Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Robert Randich, Newington; Hon. Kathleen Maxham, Fairfield; Susan Meagher, Chief Clerk Berlin; Loreen (Lori) Michalak, Chief Clerk Shelton; Karen Parzych, Chief Clerk Madison-Guilford; Gale Pellegren, Chief Clerk Torrington Area; and Heather Dostaler, Eric Rothausser, Amy Benjamin, Stephanie Duncan, Alison Green and Dana Masullo of the Office of the Probate Court Administrator.

The following were absent from the meeting: Hon. Diane Blick, Litchfield Hills and Hon. Mark DeGennaro, West Haven

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 December and January meetings of the Committee have been cancelled. The Committee will meet next on February 7, 2022, at 9:00am and at this time will be scheduled and conducted virtually.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at approximately 11:15 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, FEBRUARY 7, 2022 AT 9:00AM  
AND WILL BE HELD VIRTUALLY**

| PC #    | P/C | Form Name                                                                               | CMS | WEB | Suggested Change(s)/Action Taken                                                                                                                            | Date of Committee Review | Committee Action     |
|---------|-----|-----------------------------------------------------------------------------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------|
| PC-170A | P   | Report of Court-Appointed Attorney                                                      |     | X   | Review and revise; eFiling margins                                                                                                                          | 11/1/2021                | Approved;<br>11/1/21 |
| PC-170B | P   | Report of Court-Appointed Guardian Ad Litem                                             |     | X   | Review and revise; eFiling margins                                                                                                                          | 11/1/2021                | Approved;<br>11/1/21 |
| PC-250  | P   | Certificate of Devise, Descent or Distribution                                          |     | X   | Review and revise                                                                                                                                           | 11/1/2021                | Approved;<br>11/1/21 |
| PC-251  | P   | Notice for Land Records/Appointment of Fiduciary                                        | X   |     | Review and revise                                                                                                                                           | 11/1/2021                | Approved;<br>11/1/21 |
| PC-285  | P   | Beneficiaries Named in Will in Custody of Court that has Not Been Submitted for Probate |     | X   | Review and revise; eFiling margins                                                                                                                          | 11/1/2021                | Approved;<br>11/1/21 |
| PC-286  | P   | Status Update Decedent's Estate                                                         |     | X   | Review and revise; eFiling margins                                                                                                                          | 11/1/2021                | Approved;<br>11/1/21 |
| PC-511  | P/C | Affidavit Re: Occurrence of Contingency of Coguardian(s) of the Person of a Minor Child |     | X   | NEW TITLE: Affidavit/Occurrence of Contingency for Appointment of Guardian or Coguardian of the Person of a Minor Child; Review and revise; eFiling margins | 11/1/2021                | Approved;<br>11/1/21 |
| PC-569  | P/C | Decree/Appointment of Coguardian/Contingency Having Occurred                            | X   |     | NEW TITLE: Decree/Affirmation of Appointment of Guardian or Coguardian/Contingency Having Occurred; Review and revise                                       | 11/1/2021                | Approved;<br>11/1/21 |
| PC-907  | P   | Petition/Paternity Claim                                                                |     | X   | NEW TITLE: Petition/Parentage (formerly Paternity) Claim; Review and revise for Connecticut Parentage Act                                                   | 9/13/2021;<br>11/1/21    | Approved;<br>11/1/21 |
| PC-931  | P   | Service and Return/Petition/Paternity Claim                                             | X   |     | NEW TITLE: Service and Return/Petition/Parentage (formerly Paternity) Claim; Review and revise for Connecticut Parentage Act                                | 9/13/2021;<br>11/1/21    | Approved;<br>11/1/21 |

| <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-966      | P          | Decree/Paternity Claim | X          |            | NEW TITLE: Decree/Parentage (formerly Paternity) Claim; Review and revise for Connecticut Parentage Act | 9/13/2021;<br>11/1/21           | Approved;<br>11/1/21    |