

MINUTES OF THE FEBRUARY 11, 2019 MEETING
OF THE PROCEDURES REVIEW COMMITTEE

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

The following were absent from the meeting: Hon. Daniel O'Grady; Hon. Philip Wright; Hon. Peter Barrett; Hon. Diane Blick; Hon. Robert Randich; and Dana Masullo, of the Office of the Probate Court Administrator.

Call to order: The meeting was called to order at 9:00am.

Old Business: None

New Business: The Committee discussed the concept of a new form to address concerns by courts in connection with small estates and financial institutions. Decision tabled pending further discussion.

The Committee reviewed, discussed and took action on new and revised forms as shown and evidenced on the attached schedule.

Upon motion duly made and seconded, it was unanimously approved to cancel the March meeting.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at approximately 12:10.

Respectfully submitted,

Loreen Michalak

Loreen (Lori) Michalak,
Secretary

THE MARCH MEETING HAS BEEN CANCELLED

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**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON  
MONDAY, April 1, 2019 AT 9:00AM  
IN THE LIBRARY AT PROBATE COURT ADMINISTRATION**

| PC #    | P/C | Form Name                                                                             | CMS | WEB | Suggested Change(s)/Action Taken                                                                                                                                                                                | Date of Committee Review | Committee Action |
|---------|-----|---------------------------------------------------------------------------------------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|
| PC-300A | P   | Petition for Appointment of Conservator/Supplemental Form                             |     | X   | Possible title change to "Petition/Involuntary Appointment of Conservator/Supplemental Form" to be consistent with PC-300; Review instructions; minor text changes                                              | 02/11/19                 | Approved 2/11/19 |
| PC-301  | P   | Petition for Voluntary Representation by Conservator                                  |     | X   | Title change to "Petition/Voluntary Representation by Conservator"; Remove attorney appearance in preparation for eFiling; Review and revise instructions; Add request for appointment of successor conservator | 02/11/19                 | Approved 2/11/19 |
| PC-302  | P   | Petition/Appointment of Temporary Conservator                                         |     | X   | Review and revise instructions; Minor text changes; Clarify requirement that petition specify functions respondent unable to perform; Remove attorney appearance in preparation for eFiling                     | 02/11/19                 | Approved 2/11/19 |
| PC-304  | P   | Petition for Provisional Order of Transfer of Conservatorship to Other State          |     | X   | New format and instructions                                                                                                                                                                                     | 02/11/19                 | Approved 2/11/19 |
| PC-305  | P   | Petition for Provisional Order Accepting Transfer of Conservatorship from Other State |     | X   | New format and instructions; Clarify notice list consistent with PC-300                                                                                                                                         | 02/11/19                 | Approved 2/11/19 |
| PC-306  | P   | Request to Register Out-of-State Conservatorship                                      |     | X   | New format and instructions                                                                                                                                                                                     | 02/11/19                 | Tabled 2/11/19   |
| PC-307  | P   | Motion to Transfer File/ Conservatorship Matter/C.G.S. section 45a-661                |     | X   | Title change to "Motion to Transfer File/Conservatorship Matter"; Review and revise instructions; Reworked format; Add language to transfer trust consistent with change to PC-507                              | 02/11/19                 | Approved 2/11/19 |
| PC-334  | P   | Notice of Intent to Register Conservatorship in Other State                           |     | X   | Title change to "Notice of Intent to Register Connecticut conservatorship in Another State"; New format and instructions                                                                                        | 02/11/19                 | Tabled 2/11/19   |

| PC #    | P/C | Form Name                                                                                           | CMS | WEB | Suggested Change(s)/Action Taken                                                                                                                                                                                                                  | Date of Committee Review | Committee Action |
|---------|-----|-----------------------------------------------------------------------------------------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|
| PC-372  | P/C | Psychologist's Evaluation/Conservatorship of Person with Intellectual Disability                    |     | X   | Add definition of Intellectual disability to instructions                                                                                                                                                                                         | 1/7/19; 2/11/2019        | Approved 2/11/19 |
| PC-6607 | P/C | Decree/Special Immigrant Juvenile Findings                                                          | X   |     | Add specificity with respect to parent with whom reunification not viable based on requests from federal immigration                                                                                                                              | 02/11/19                 | Approved 2/11/19 |
| PC-703  | P/C | Motion to Transfer File/Guardianship of Person with Intellectual Disability                         |     | X   | Title change to "Motion to Transfer File/Guardianship of Person with Intellectual Disability"; Remove "(Replaces CM-14a)" from title; Reworked format similar to PC-307 & PC-507; Add language to transfer trust consistent with change to PC-507 | 02/11/19                 | Approved 2/11/19 |
| PC-850  | P/C | Physician's Certificate/Involuntary Commitment of Adult with Psychiatric Disabilities/Annual Review |     | X   | Reconsider language relating to disclosure                                                                                                                                                                                                        | 1/7/19; 2/11/2019        | Tabled 2/11/19   |