



STATE OF CONNECTICUT
OFFICE OF THE
PROBATE COURT ADMINISTRATOR

186 NEWINGTON ROAD
WEST HARTFORD, CT 06110

BEVERLY K. STREIT-KEFALAS
Probate Court Administrator

HEATHER L. DOSTALER
Chief Counsel

ERIC H. ROTHAUER
Attorney

TEL (860) 231-2442
FAX (860) 231-1055
ctprobate.gov

Regular Meeting of the
Procedure Review Committee

December 2, 2024
9:00 a.m.

Office of the Probate Court Administrator
186 Newington Rd.
West Hartford, CT 06110

Present: Hon. Jennifer Berkenstock, Region #14, Chair; Hon. Robert Randich, Newington; Hon. David Shepard, Simsbury; Hon. Mark DeGennaro, West Haven; Hon. Gabrielle Labone, Northeast; Chief Clerk, Torrington Area; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Karen M. Parzych, Chief Clerk, Madison-Guilford; Susan Meagher, Chief Clerk, Berlin; Attorney Eric Rothauser, Melissa Gordon and Stephanie Duncan of the Office of the Probate Court Administrator.

Call to order: The Chair called the meeting to order at 9:06 a.m.

Minutes of the September 9, 2024 meeting were approved upon motion by Judge Shepard, seconded by Judge Berkenstock.

Old Business: None.

New Business: The committee reviewed, discussed, and acted on revised forms.

The next meeting of the Procedures Review Committee is scheduled for March 3, 2025 beginning at 9:00 a.m. at the Office of the Probate Administrator.

Adjournment: A motion was made to adjourn by Judge Randich, seconded by Judge Shepard. After vote, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,
Gale Pellegren, Chief Clerk
Torrington Area Probate Court