



CONNECTICUT PROBATE ASSEMBLY

**Regular Meeting of the
Procedure Review Committee
September 11, 2023
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. Mark DeGennaro, West Haven; Hon. David Shepard, Simsbury; Gale Pellegren, Chief Clerk, Torrington Area; Susan Meagher, Chief Clerk, Berlin; Loreen (Lori) Michalak, Chief Clerk, Shelton; Eric Rothausser, Melissa Gordon and Amy Benjamin, of the Office of the Probate Court Administrator.

Absent: Hon. Kathleen Maxham, Fairfield; Hon. Robert Randich, Newington; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Karen Parzych, Chief Clerk, Madison-Guilford.

Call to order: The Chair called the meeting to order at 9:08 a.m. and called for a moment of silence in honor and recognition of 9/11.

Old Business: Minutes of the March 6, 2023 meeting of the committee were reviewed and approved upon motion by Judge DeGennaro, seconded by Judge Shepard.

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

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

The next meeting of the Procedures Review Committee will be on December 4, 2023 beginning at 9:00 a.m. at the Office of the Probate Administrator.

Adjournment: A motion was made to adjourn by Judge Shepard, seconded by Judge DeGennaro and the meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Loreen Michalak,
Chief Clerk, Shelton Probate Court

**THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON
MONDAY, DECEMBER 4, 2023 AT 9:00 A.M.**