



STATE OF CONNECTICUT  
OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

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Regular Meeting of the  
**Procedure Review Committee**

March 4, 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. Kathleen Maxham, Fairfield; Hon. Mark J. DeGennaro, West Haven; Hon. Robert Randich, Newington; Hon. David Shepard, Simsbury; Gale Pellegren, Chief Clerk, Torrington Area; Karen Parzych, Chief Clerk, Madison-Guilford; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Susan Meagher, Chief Clerk, Berlin; Sharon Faulk, Clerk, Tobacco Valley; Attorney Eric Rothauer, Amy Benjamin, Stephanie Duncan and Melissa Gordon of the Office of the Probate Court Administrator. Call to order: The Chair called the meeting to order at 9:03 a.m.

Approval of the minutes of the December 4, 2023 Meeting: Minutes of the December 4, 2023 meeting were reviewed and approved upon motion by Judge Maxham, seconded by Judge Shepard.

Old Business: None.

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

The next meeting of the Procedures Review Committee will be on June 3, 2024 beginning at 9:00 a.m. at the Office of the Probate Administrator.

Adjournment: A motion was made to adjourn by Judge DeGennaro, seconded by Judge Randich. After vote, the meeting was adjourned at 11:08 a.m.

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