



CONNECTICUT PROBATE ASSEMBLY

Regular Meeting of the Procedure Review Committee

December 8, 2025

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. Gabrielle Labonte, Northeast; Hon. Sophia Shaikh, Tolland-Mansfield; Mary-Beth Luzzi, Chief Clerk, East Haven-North Haven; Louis Taylor Chief Clerk, Tobacco Valley; Attorney Eric Rothauser, 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 June 2, 2025 Meeting: Minutes of the June 2, 2025 meeting were approved upon motion by Judge Labonte, seconded by Judge Shepard.

Old Business: None.

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

The next meeting of the Procedures Review Committee will be on March 16, 2026 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 Labonte. After a vote, the meeting was adjourned at 11:18 a.m.

Respectfully submitted,

Hon. Sophia H. Shaikh, Tolland-Mansfield Probate Court