



## CONNECTICUT PROBATE ASSEMBLY

### Regular Meeting of the Procedures Review Committee

March 16, 2026

9:00 a.m.

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

Present: Hon. Jennifer Berkenstock, Chair; Hon. David Shepard; Hon. Gabrielle Labonte; Hon. Sophia H. Shaikh; Hon. Charles E. Tiernan, III; Also present: Gale Pellegren, Chief Clerk, Torrington; Susan Meagher, Chief Clerk, Berlin; PCA: Attorney Eric Rothausser, Stephanie Duncan, and Melissa Gordon.

Call to order: The Chair called the meeting to order at 9:04 a.m.

Approval of the minutes of the December 8, 2025 Meeting:  
Minutes of the December 8, 2025 meeting were approved upon motion by Judge Labonte, seconded by Judge Shaikh.

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 June 1, 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 11:03 a.m.

Respectfully submitted,

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