

**State of Connecticut
Office of the Probate Court Administrator**

Probate Court Regulations

Approved by the Probate Assembly's Executive Committee December 14, 2011

(Amended) Section 8 Definition and Utilization of Weighted Workload

8.1 **Authority** *(Effective 90 days after submission to the Judiciary Committee of the General Assembly)*

[This Regulation is promulgated] These regulations are issued pursuant to C.G.S. §§ 45a-77, 45a-92 and 45a-95.

8.2 **(NEW) Applicability** *(Effective 90 days after submission to the Judiciary Committee of the General Assembly)*

(a) Probate Court Regulation § 8 applies only to the definition and utilization of weighted workload for any period ending on or before June 30, 2013.

(b) Probate Court Regulation § 8A applies only to the definition and utilization of weighted workload for any period beginning on or after July 1, 2013.

[8.2] 8.3 Weighted Workload *(Effective 90 days after submission to the Judiciary Committee of the General Assembly)*

"The annual weighted workload " of a probate court, as that term is used in C.G.S. §§ 45a-92 and 45a-95 and in P.C.R. §§ 2, 6 and 7, is the product resulting from the multiplication of one of the whole numbers from one to five by the total number of each category of case handled by the probate court in a [calendar] fiscal year, as reported [on the court's tally sheet (PC-31)] pursuant to P.C.R. § 8.4, with the exception of passport applications. The whole number to be multiplied by each such category of case shall be that set forth in the

Appendix to the regulation, which may be modified from time to time by further regulation adopted in accordance with the provisions of C.G.S. § 45a-77[(b)(3)].

[8.3.1 Each court of probate shall file monthly with the Office of the Probate Court Administrator a Tally Sheet (PC-31) showing the number and types of applications received by the probate court and other work performed by the probate court as displayed on the Tally Sheet. The form shall be completed using procedures outlined in TR 98-489 (Guidelines for Completing Tally Sheet, PC-31).

8.3.2 Bi-annually, the Office of the Probate Court Administrator shall provide to each court of probate a "Tally Sheet Verification" form, which will show the monthly statistics reported on the Tally Sheets for the preceding six months. Each probate judge shall review the verification report for accuracy, make changes as necessary and certify, under the penalties of false statement, that the report is accurate and complete. Such reports shall be filed with the Probate Court Administrator within twenty-one (21) days after they are sent to the judge, and they will be maintained on file at the Office of the Probate Court Administrator.]

8.4 **(NEW) Annual Weighted Workload Certification** *(Effective 90 days after submission to the Judiciary Committee of the General Assembly)*

(a) The annual weighted workload of a probate court shall be used to determine compensation of the judge of the court under C.G.S. § 45a-95.

(b) Each court shall enter the weighted workload data required by the administrator into the case management system of the courts of probate. The administrator shall track and periodically review the data for each court and make adjustments necessary to comply with this regulation. The administrator shall give the judge of a court an opportunity to provide additional information on any adjustment proposed by the administrator.

(c) Not later than December 1 of each year, the administrator, after considering additional information supplied by the judge under subsection (b), shall certify the annual weighted workload for each court for the preceding fiscal year.

[Errors or omissions discovered after the filing of the Tally Sheet Verification form shall be reported promptly to the Probate Court Administrator.

8.5 Any workload statistics provided by a court of probate may be audited by the Office of the Probate Court Administrator at any reasonable time.]

Pending JUD Comm Approval

FEE WAIVERS	1
DECEDENTS' ESTATES:	
ADMINISTRATION-INTESTATE	4
PROBATE OF WILL-TESTATE	4
SALE OR MORTGAGE OF REAL ESTATE	3
COMPROMISE OF CLAIM	3
ALLOWANCE FOR SPOUSE AND/OR FAMILY	2
ALLOWANCE OF ACCOUNT (INCLUDING PC-243 STATEMENT IN LIEU OF ACCOUNT)	4
OTHER APPLICATIONS AND PETITIONS	3
SMALL ESTATES AFFIDAVIT (PC-212 - Under \$20,000.00)	3
SECTION 4a-16 ESTATES	1
TAX PURPOSES ONLY (S-1 or S-2 only) Count only where there is no Application for Probate or Administration or Affidavit in Lieu of Administration or Section 4a-16 Estate. DO NOT count S-1 or S-2 where application or affidavit previously counted on estate.	2
INFORMAL STATUS CONFERENCES	2
WILL CONTESTS	5
APPEALS FROM ADMITTANCE OF WILL	1
TRUSTEES:	
APPOINTMENT OF TESTAMENTARY TRUSTEE	2
TRUST ACCOUNTS WHICH REQUIRE HEARING	3
TERMINATION OF CHARITABLE TRUSTS (C.G.S. 45a-520(b))	3
OTHER TRUST PROCEEDINGS	3
INTER VIVOS TRUST HEARINGS	3
INFORMAL STATUS CONFERENCES	2
ADOPTIONS AND TERMINATIONS:	
TERMINATION OF PARENTAL RIGHTS (PC-600 ONLY) Combination termination of parental rights and adoption should be counted as relative or step-parent adoption below.)	5
TRANSFERS TO SUPERIOR COURT-JUVENILE MATTERS	2
APPROVAL OF ADOPTION AGREEMENT-STEPARENT	4
APPROVAL OF ADOPTION AGREEMENT-RELATIVE	4
APPROVAL OF ADOPTION AGREEMENT-STATUTORY PARENT (NON IDENT.ADOP.)-processed by DCF	4
APPROVAL OF ADOPTION AGREEMENT-STATUTORY PARENT (NON IDENT.ADOP.)-processed by Private Agencies	4
APPROVAL OF ADOPTION AGREEMENT-STATUTORY PARENT (IDENT.ADOP.) processed by DCF	4
APPROVAL OF ADOPTION AGREEMENT-STATUTORY PARENT (IDENT.ADOP.) processed by Private Agencies	4
APPOINTMENT OF GUARDIAN AD LITEM FOR MISSING, DECEASED OR INCOMPETENT BIRTHPARENT	1
OTHER APPLICATIONS OR PETITIONS	3
INFORMAL STATUS CONFERENCES	2
CHILDREN'S MATTERS:	
EMANCIPATION OF MINORS (P.A. 98-219)	5
APPOINTMENT OF GUARDIAN OF THE ESTATE	3
TEMPORARY GUARDIANSHIP (C.G.S. 45a-607)	3
APPOINTMENT OF CO-GUARDIANS OF THE PERSON (C.G.S. 45a-616)	3
COMPROMISE OF CLAIM	3
REMOVAL OF GUARDIAN OF THE PERSON	4
TRANSFERS TO SUPERIOR COURT	2
ALLOWANCE OF ACCOUNT	3
OTHER APPLICATIONS OR PETITIONS	3
TEMPORARY CUSTODY (Pending Removal or Termination)	4
IMMEDIATE TEMPORARY CUSTODY (EX PARTE) (C.G.S. 45a-607)	5
PATERNITY CLAIMS (C.G.S. 46b-172a)	4

INFORMAL STATUS CONFERENCES	2
DCF INITIAL DETERMINATION HEARING (P.A. 97-272)	4
DCF DISPOSITIONAL HEARING (P.A. 97-272)	4
CONSERVATORS:	
APPOINTMENT OF CONSERVATOR OF THE PERSON-INVOLUNTARY	4
APPOINTMENT OF CONSERVATOR OF THE PERSON-VOLUNTARY	3
APPOINTMENT OF CONSERVATOR OF THE ESTATE-INVOLUNTARY	4
APPOINTMENT OF CONSERVATOR OF THE ESTATE-VOLUNTARY	3
APPOINTMENT OF CONSERVATOR OF THE PERSON/ESTATE-SAME APPL-INVOL	4
APPOINTMENT OF CONSERVATOR OF THE PERSON/ESTATE-SAME APPL-VOL	3
APPOINTMENT OF TEMPORARY CONSERVATOR	3
THREE-YEAR REVIEW	2
SALE OR MORTGAGE OF REAL ESTATE	3
ALLOWANCE OF ACCOUNT	4
OTHER APPLICATIONS OR PETITIONS	3
APPLICATION FOR PERMISSION FOR MEDICATION (C.G.S. 17a-543)	5
APPLICATION FOR ORDERS CONCERNING LIFE SUPPORT SYSTEMS	5
INFORMAL STATUS CONFERENCES	2
COMMITMENTS - ADULTS:	
APPLICATION/COMMITMENT DRUG & ALCOHOL DEPENDENT (P.A. 98-219)	5
APPLICATION FOR PERMISSION FOR SHOCK THERAPY	5
APPLICATION FOR COMMITMENT/MENTALLY ILL (C.G.S. 17a-498)	5
PROBABLE CAUSE HEARING (C.G.S. 17a-502(c) and (d))	4
WARRANTS ISSUED (C.G.S. 17a-503)	3
ANNUAL REVIEW/Appointment of Psychiatrist Only-No Hearing (C.G.S. 17a-498(g))	2
ANNUAL REVIEW/Redetermination Hearing (C.G.S. 17a-510)	2
BIENNIAL REVIEW HEARING (C.G.S. 17a-498(g))	3
APPLICATION BY PATIENT FOR RELEASE (C.G.S. 17a-510)	4
OTHER APPLICATIONS OR PETITIONS	3
INFORMAL STATUS CONFERENCES	2
COMMITMENTS - CHILDREN (Under 16):	
APPLICATION FOR COMMITMENT	5
APPLICATION BY CHILD FOR RELEASE FROM PARENTAL-VOLUNTARY	4
TRANSFER TO SUPERIOR COURT	2
OTHER APPLICATIONS OR PETITIONS	3
INFORMAL STATUS CONFERENCES	2
PROCEEDINGS RE: MENTALLY RETARDED PERSONS:	
PLACEMENT OF MENTALLY RETARDED PERSON (C.G.S. 17a-274)	4
PLENARY GUARDIAN FOR MENTALLY RETARDED PERSON (C.G.S. 45a-676)	4
LIMITED GUARDIAN OF MENTALLY RETARDED PERSON (C.G.S. 45a-676)	4
TEMPORARY LIMITED GUARDIAN FOR MENTALLY RETARDED PERSON (C.G.S. 45a-682)	4
THREE-YEAR REVIEW (C.G.S. 45a-681)	3
STERILIZATION (C.G.S. 45a-690)	5
OTHER APPLICATIONS OR PETITIONS	3
INFORMAL STATUS CONFERENCES	2
OTHER MATTERS:	
CHANGE OF NAME APPLICATIONS	2
PASSPORT APPLICATIONS	0
MARRIAGE: REQUEST FOR PERMISSION (MINORS)	1
MARRIAGE: REQUEST FOR WAIVER-FOUR-DAY AND/OR BLOOD TEST	1
MOTIONS FOR APPEAL	2
ACTION ON A PROBATE BOND (P.A. 98-52)	5