

Minutes  
Committee on Expectations of the Public  
Subcommittee on Housing Matters

Third Floor Conference Room  
90 Washington St., Hartford

January 23, 2009  
11:30 AM

1. Review and approval of Minutes of January 9, 2009 – The minutes of the meeting will be approved at the next meeting of the subcommittee.
2. Review of draft materials – The members reviewed the materials, beginning with the “Letter to Litigants.” The draft of the letter was reviewed to determine whether any additions or changes were needed. Discussion also ensued as to how to distribute this letter. The subcommittee member agreed unanimously to recommend that the letter be handed to people when they come to court to file their appearance and distributed to people when they come to court. Other possibilities are to include this information on a large sign posted in the courthouse, provide it online, and possibly create a tri-fold brochure for distribution in court service centers and at public information desks. Staff will go over the letter and prepare a revised draft for the next meeting.

Discussion then ensued on the “Advisement/announcement” that informed people of the consequences of entering into a stipulated agreement in housing court. After discussion, the members agreed unanimously to draft a “greeting/announcement” that could be read by the clerk or the judge prior to the call of the calendar. This announcement would provide an overview or roadmap of what would happen during the day in the housing court, emphasizing the important points, such as not leaving the court until instructed to do so by a clerk, a judge or a housing specialist.

3. Discussion of Housing Court computer system – The subcommittee was informed that it would be possible to add some language to the notices sent out by the court via computer. Language will be drafted for inclusion with the notice of hearing to make clear to litigants that failure to come to court can result in the entry of a judgment.
4. Discussion of other formats for presenting information (brochures, website) – The subcommittee will consider providing the information from the litigant letter in a brochure and on the website. The subcommittee also agreed unanimously to make recommendations regarding interpreter availability, materials in other languages, and signage to the appropriate committees addressing these issues.
5. Future meetings – The next meeting will be held on February 27<sup>th</sup> in the third floor conference room at 90 Washington Street, Hartford at 11:30 AM.

The meeting adjourned at 12:50 PM.