

Draft Minutes
Expectations of the Public
Subcommittee on Housing Matters

Third Floor Conference Room
90 Washington Street
Hartford, CT 06106

February 27, 2009
11:30 a.m.

Those in attendance: Hon. Robert Beach, Hon. James Bentivegna (chair), Atty. Susan Kim and Mr. Richard Tynan.

The meeting was called to order at 11:37 a.m.

1. Review and approval of minutes of meeting on January 9, 2009 and January 23, 2009 – Upon motion and second, the minutes were unanimously approved.
2. Judge Bentivegna provided the subcommittee with a report about the meeting of the subcommittee chairs and co-chairs of the Committee on Expectations of the Public, on February 10, 2009. Each subcommittee chair provided an overview of the work of the subcommittee. The subcommittee chairs are expected to submit their reports to support staff, including recommendations and draft products, by March 27, 2009. The full committee will meet on April 7, 2009 to review the recommendations and products of each subcommittee.
3. Review of “Advisement/Announcement” – The draft “Advisement” was reviewed and some changes were made to emphasize that people should not leave the court until their case is resolved. The reference to a specific agreement in the advisement was deleted to avoid any potential confusion on the part of a litigant. The revisions will be incorporated and sent to the subcommittee members, who will send their comments to support staff by March 19, 2009
4. Review of Revised Letter to Litigants –The “Dear Litigants” letter was reviewed and revised slightly. Staff will incorporate the revisions and send the revised version to the subcommittee members for comments.
5. Review of language for Notice of Hearing – The subcommittee unanimously agreed that additional language should be added to the notice, explaining to litigants that failure to come to their court hearing can result in a judgment against them, and they may not have the opportunity to contest the case.
6. Continuation of discussion of ways to provide information to the public – The members reviewed and made minor revisions to the draft brochure on what to expect when you go to court for a housing matter. The subcommittee will

recommend that this brochure be available at the clerk's office, court service centers, public information desks and online. Staff will incorporate the revisions and send the revised brochure to the subcommittee members for review and comment.

7. Discussion of recommendations – The subcommittee members agreed to send all their final comments and recommendations to staff by March 19, 2009.
8. Future meetings. The chair and staff are scheduled to meet March 20, 2009 to review the products and recommendations of this subcommittee.

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