

**Bench-Bar  
Centralized Small Claims Subcommittee  
Access & Quality of Service**

**Meeting Minutes  
September 9, 2008 – 2:00 p.m.**

**Members in Attendance:**

Honorable Barbara M. Quinn, Honorable James W. Abrams, Attorney Nancy L. Kierstead, Attorney Adam Olshan, Attorney Robert L. Peat, Attorney Raphael Podolsky and Attorney Sarah Poriss

**Welcome & Opening Remarks**

Honorable James W. Abrams

**Discussed:**

Magistrate script to include identifying attorneys

- reviewed by Committee; Judge Abrams to add some language
- mandate script and uniformity

Settlement script-text for canvas (Attorney Podolsky & Attorney Olshan to present to the committee)

Magistrate training binders briefly reviewed

- scanned sections to Committee for further review and discussion

Stack collection cases on one day at the larger courts

- possible pilot in 1 or 2 courts
- could time be adjusted to 9:30 to begin court for discussion time
- take a look at Casflow issues
- possibly more than one magistrate at a location; one to handle stipulated agreements and one to take others

Suggestions made for revisions on the Answer Form

- attach instructions page with detailed instructions and all the courts #s (larger print)
- revised form submitted by Attorney Poriss and reviewed by Committee and some minor changes presented
- Can Answer Form be placed on our website

Interpreters for Small Claims

- should family/friends be sworn in

The Small Claims Process book reviewed

- do we have a Spanish version
- can we add more user friendly text
- should we combine Appendix I & Appendix II or collapse Appendix I into II & III
- can we add Housing locations

**Topics to Revisit:**

Pro bono Attorneys to mediate at Court Service Centers  
Statute change for bank attachments to wait for a default execution  
Website for Magistrates only  
Online tutorial & add more to Small Claims portion on the website  
Court Service Center- pc set up with tutorials  
Update Small Claims forms section on our website  
Access issues- (example: Meriden cases going to Middletown)  
Magistrate training binders (sections emailed to committee to review)  
Staggered docket (check statistics)  
Magistrate complaint process  
Magistrates explaining their decisions more  
Possible uniform stipulation to Judgment form (carbon triplicate) with detailed information regarding due date, \$, telephone #s, docket #, etc.

**Adjournment**

The meeting was adjourned at 4:00 p.m.

Recorder: Janet-Marie Harris, Court Planner I, Court Operations