

Minutes
Public Service and Trust Commission
Committee on Expectations of the Public
Subcommittee on Small Claims Matters

Training Room A
533 South Broad St., Meriden, CT.

January 13, 2009
2:30 PM

Those in attendance: Stacey Manware (chair), Mr. Christopher Roy

The meeting was called to order at 2:39 PM.

1. Review and approval of Minutes of December 30, 2009 – Upon motion and second, the minutes were unanimously approved.
2. Report on the feasibility of including court specific information in notices – The notices contain directions and parking directions already. Not every court includes specific information regarding courtrooms in the notice. The directions should be checked and updated as necessary. This subcommittee will check the directions for the small claims locations, make the necessary corrections to the directions, and email them back by January 27th.
3. Review of draft materials – The materials were not available for review, but further discussion ensued on the best way to reach the public with the necessary information. Work is being done on developing language and a format for a Captivate module on executions because the returns of executions are a major problem in Small Claims. Staff will check with the Self-Represented Parties subcommittee that is discussing the productions of video materials to be sure that efforts are not being duplicated. Any material developed will be used, however, in some other way, even if a Captivate module is not created by this subcommittee.
4. Discussion of other formats for presenting information – The subcommittee had discussed providing information on the back of the notice of judgment and notice/letter of the hearing. A suggestion was made that the subcommittee look at the current hearing notice to see whether some reformatting the existing notice to emphasize the most important information. After discussion, it was decided that the subcommittee would ask Attorney Daniel Horwitch (for plain language) and a graphic designer from the Information Technology or External Affairs divisions to meet with the members and go over the notice. Tuesday or Wednesday of next week is the projected meeting date.

Atty. Manware will check with Planet Press about any restrictions on the composition of the notice (i.e., fonts, colors, folds)

5. Future meetings – The next meeting will be early next week.

The meeting adjourned at 3:50 PM.