

Minutes
Public Service and Trust Commission
Committee on Self-represented Parties
Subcommittee on Forms
January 6, 2009

The Subcommittee on Forms met on January 6, 2009 at 225 Spring Street, Room 204, in Wethersfield, CT.

Those in attendance: Hon. Elizabeth A. Bozzuto (Chair), Ms. Krista Hess, Attorney Daniel Horwitch, Mr. Steven Marhefsky, Hon. John J. Nazzaro and Attorney Mark D. Shea

Judge Bozzuto called the meeting to order at 2:00 p.m.

1. The subcommittee reviewed and approved the minutes of the December 18, 2008 subcommittee meeting.
2. Attorney Horwitch gave a presentation on plain language and readability of Judicial Branch forms. The presentation included information on the principles of plain language and readability; how it may impact the self-represented party and court staff when forms are not written using these principles; and the Branch's strategy for applying these principles as forms come up for review.
3. Steven Marhefsky gave a brief overview on performance measures. Good performance measures provide a way to see if our strategy is working. Each subcommittee under the Committee on Self-represented Parties will recommend activities to accomplish the committee's overall goal and strategy found on page 46 in the [Implementation of the Strategic Plan](#). The achievement of this goal and strategy will be measured by the performance measure(s) the subcommittee will formulate for each recommended activity. The subcommittee will invite Mr. Marhefsky to a future subcommittee meeting to discuss performance measures in more detail.
4. The Committee on Self-represented Parties will meet on January 23, 2009 when the 5 subcommittees will provide a status report of their subcommittee work. The Subcommittee on Forms discussed their list of recommendations that they will report to the committee for feedback.
5. The next subcommittee meeting will be announced at a later date. The subcommittee agreed it was not necessary to meet again before the January 23rd meeting.
6. The meeting was adjourned at 3:27 p.m.