

2011 FEB 18 PM 1:29

**COPY**

February 17, 2011

The Honorable Paul J. Knierim  
The Honorable Joseph Marino  
The Honorable Diane Yamin  
Budget Committee, c/o Office of the Probate Court Administrator  
186 Newington Road  
West Hartford, CT 06110-2320

Dear Judges Knierim, Marino and Yamin:

This letter is written to request a relatively small increase in the allocation of court personnel approved for the Glastonbury-Hebron Probate District. I had initially believed that the staff of two clerks that hold positions in Glastonbury could readily absorb the perceived relatively light work load from Hebron. After serving as the acting judge in Hebron for the past year, and now integrating the two courts, I have found that utilizing two clerks with a work week totaling 74.5 hours is not adequately meeting the needs of my communities for timely, responsive service.

I base this conclusion on the following:

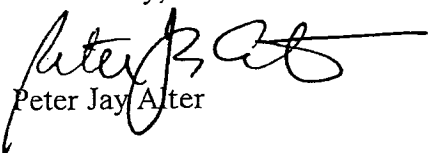
- The Glastonbury-Hebron District continues to provide service for passport applicants as a service to the communities as there is no other outlet in Glastonbury. This service imposes time restraints on my staff in attending to other matters and the additional work load of the merged courts has increased the challenges of providing effective, timely service. Last year we processed 1,298 applications. The time necessary to process the applications and deal with the processing, questions/phone calls and going to the Post Office is not part of the weighted workload and therefore not counted in the staffing levels;
- I am still integrating the two courts records and have not been able to allocate staff time to the responsibilities and requirements of completing this merger, including a significant amount of work that was left undone in Hebron before the courts merged;
- I am seeing a steadily increasing time period in the scheduling and hearing of ongoing matters;
- As my clerks have begun to schedule continuing education and vacations, it is apparent that I will not have adequate coverage and personnel available during periods when clerks are not in the court due to continuing education or vacation periods; and
- The increased responsibility that each judge now has in meeting demands to act in other courts due to a judge's recusal has increased the time that I spend away from my own court, leaving greater daily administrative duties to my chief clerk.

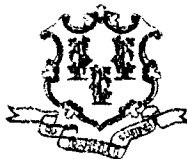
The Honorable Paul J. Knierim  
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Therefore I am requesting approval to a total of 2.3 positions, or a total of 92 hours of available weekly coverage by my court staff. My intention is to reallocate some hours among my clerks to create a position that will offer benefits to the new employee. I believe that I must be in a position to offer benefits to attract the most qualified candidate.

Your service to the assembly within this committee and your cooperation and consideration are greatly appreciated.

Yours truly,

  
Peter Jay Alter



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PROBATE COURT ADMIN

COURT OF PROBATE 2011 JAN 18 PM 1:36  
DISTRICT OF GREENWICH  
STATE OF CONNECTICUT

DAVID W. HOPPER  
JUDGE

BARBARA CARBINO  
CLERK

TOWN HALL  
101 FIELD POINT ROAD  
GREENWICH, CT 06836-2540  
MAIL ADDRESS P.O. BOX 2540  
TEL. (203) 622-7879  
FAX (203) 622-6451

January 13, 2011

Probate Court Budget Committee  
c/o Honorable Paul J. Knierim  
Office of the Probate Court Administrator  
186 Newington Road  
West Hartford, Connecticut 06110

Dear Judges Knierim, Marino and Yamin,

I am writing to request the approval for the hiring of a summer intern, Matt Crawford, who has been working with the Greenwich Probate Court on a part-time basis during the summer, winter and spring breaks for the past five years. He would be working with us for a period of ten weeks performing legal research, writing and other administrative tasks, starting May 23, 2011 and ending August 5, 2011 at a proposed rate of \$13.00 per hour. While an internship would be educational for Mr. Crawford, it would be extremely helpful to this Court and to the public, at a very reasonable hourly rate.

Enclosed herewith is his resume and transcript for your information.

Thank you for your consideration in this matter. Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "D. W. Hopper", written over a horizontal line.

David W. Hopper, Judge

DWH/bc  
Enclosures

**PROBATE COURT DISTRICT OF TRUMBULL**

Serving Easton, Monroe & Trumbull

Trumbull Town Hall, 5866 Main Street, Trumbull, Connecticut 06611-5416

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PROBATE COURT ADMIN

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John P. Chiota  
Judge

Elizabeth S. Frassinelli  
Chief Clerk

Gail J. Hanna  
Clerk

Eugenia Purcella  
Assistant Clerk

February 16, 2011

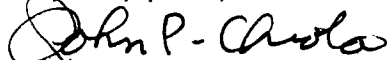
Probate Court Budget Committee  
c/o Honorable Paul J. Knierim  
Office of The Probate Court Administrator  
186 Newington Road  
West Hartford, CT 06110

Dear Judges Knierim, Marino and Yamin:

I am writing to request the approval for the hiring of a summer intern, Chelsea LaMastra, who has been working with the District of Trumbull Probate Court on a part-time basis during the summer and winter breaks for the past three years. She would be working for a period of 16 weeks doing Laserfiche, destroying files, and Reviews on GMR files as well as other administrative tasks, starting May 9, 2011 and ending August 19, 2011 at the proposed rate of \$10.00 per hour. While it would be extremely helpful and educational for Ms. LaMastra, it would be very beneficial to the Court to have Ms. LaMastra hired to help with the aforesated tasks as well as a benefit to the Court at such a reasonable rate.

Thank you for your consideration. Please do not hesitate to contact me with any questions you may have.

Very truly yours,



John P. Chiota  
Judge