# HOW TO FILE FOR A CHANGE OF NAME FOR AN ADULT WITH NO MINOR CHILDREN

**STEP 1:** Fill out the "Civil Cover Sheet" and check box 152 for "Change of Name" on page 2.

**STEP 2:** Fill out the "Application for Change of Name for an Adult." You or your attorney must complete the Application for your name change.

**STEP 3: Photocopy:** Make two (2) photocopies of your Application.

**STEP 4: Go to the Clerk of Court** to file your Application. The Court is open from 8 a.m. to 5 p.m. Monday through Friday. You should go to the Clerk of Court at least two hours before closing.

Choose one of the following Superior Court locations:

#### Downtown Phoenix

201 W. Jefferson St. Phoenix, Arizona 85003

#### **Northeast Court Facility**

18380 North 40th Street Phoenix, Arizona 85032

#### **Northwest Court Facility**

14264 West Tierra Buena Lane Surprise, Arizona 85374 (Filing location only. Your hearing will be held at another location.)

#### Southeast Court Facility

222 East Javelina Avenue, 1st Floor Mesa, Arizona 85210-6201

#### STEP 5: DELIVER your APPLICATION and FILING FEE to the Clerk of Court.

Give the Court Clerk the following:

- One (1) Civil Cover Sheet
- One (1) Original Application for Name Change
- Two (2) Photocopies of the Application
- Filing Fee (\$) Payment. A list of current fees is available from the Law Library Resource Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

• Wait for the Clerk to "date stamp" both copies of your Application and return the copies to you.

## STEP 6: SCHEDULE your HEARING with Court Administration.

• **Contact Court Administration** by using the appropriate telephone number below, at least four (4) business days after you file your Application for Name Change, to obtain the date, time, place of your hearing, and presiding Commissioner's name.

• **Telephone the number listed below** between the hours of 9 a.m. -12 noon or 1 p.m. – 4 p.m.:

If you filed you Application for Name Change at:

- o 201 W. Jefferson, Phoenix, call 602-506-1497
- o 18380 North 40th Street, Phoenix, call 602-506-1497
- o 222 East Javelina Avenue, Mesa, 1st Floor, call 602-506-2023
- o 14264 West Tierra Buena Lane, Surprise, call 602-506-1497 \*

\* Applications may be filed at Northwest Court Facility, but the hearings will be held at one of the other locations.

**STEP 7: COMPLETE AND DELIVER THE "Notice of Hearing."** The "NOTICE OF HEARING Regarding Application for Change of Name" is how you must inform a person concerned with or affected by your name change. If you are married, you MUST inform your spouse of your name change.

Fill out the "NOTICE OF HEARING Regarding Application for Change of Name" form in this packet. Use the information you learned from the telephone call with Court Administration to fill in the date, time and location of the hearing.
PHOTOCOPY the completed "NOTICE OF HEARING" – make at least two (2) photocopies. (You may need more than two (2) copies if you choose to inform more than one person concerned with or affected by your name change.)
Deliver the completed "NOTICE OF HEARING" form to one of the Clerk of Court locations listed in STEP 4 above.

**STEP 8: NOTIFY ANY INTERESTED PERSON**. An interested person is a person concerned with or affected by your name change.

A. IF YOU ARE NOT MARRIED: You must provide NOTICE to any person (Interested Party) concerned with or affected by your name change. There are at least two ways to provide NOTICE to an Interested Party:

## (1) HAND DELIVERY

• GIVE the Interested Party (1) date stamped copy of your **Application**, and (1) Notice of Hearing which states the date, time, and place of the hearing.

• ASK the Interested Party to SIGN AN "Acceptance of Service" form (Available at the Self Service Center). This "Acceptance of Service" form is your PROOF of NOTICE.

• **NOTARIZE:** Take the Interested Party and the completed, "Acceptance of Service" form to a Notary and have the Interested Party **SIGN the FORM before the Notary.** 

• TAKE the NOTARIZED "CONSENT" form to the hearing.

# (2) CERTIFIED MAIL DELIVERY: MUST BE DONE AT LEAST 30 DAYS BEFORE THE HEARING:

• MAIL by CERTIFIED RETURN RECEIPT the following to the Interested Party: (1) date stamped copy of your **Application**, and (1) Notice of Hearing which states the date, time, and place of the hearing.

• Your PROOF of Notice for this "MAIL" step is the postcard you receive in the mail showing delivery.

• Fill Out the "Affidavit of Service" form in this packet.

• **NOTARIZE:** Take the completed, "Affidavit of Service" form to a Notary and **SIGN the FORM before the Notary.** 

• TAKE (1) NOTARIZED "Affidavit" form and (1) Returned Postcard to the hearing

## **B. IF YOU ARE MARRIED:**

 If SPOUSE AGREES WITH THIS NAME CHANGE APPLICATION

 GIVE your spouse (1) date stamped copy of your Application, and (1) Notice of Hearing which states the date, time, and place of the hearing.

 ASK your Spouse to COMPLETE the form from this packet called "Consent of Spouse to Name Change of Adult and Waiver of Notice." This "Consent" form is your PROOF of NOTICE.
NOTARIZE: Take your Spouse and the completed, "Consent of Spouse" form to a Notary and have your Spouse SIGN the FORM before the Notary.

• TAKE the NOTARIZED "MARITAL WAIVER" form to the hearing.

2. If **SPOUSE DOES NOT AGREE** with this Name Change Application -OR- YOU ARE **NOT SURE IF SPOUSE AGREES, choose either Option** (a), or Option (b):

#### **Option (a): HAND DELIVERY**

• GIVE your spouse (1) date stamped copy of your **Application**, and (1) Notice of Hearing which states the date, time, and place of the hearing.

• ASK your Spouse to SIGN AN "Acceptance of Service" form (Available at the Law Library Resource Center). This "Acceptance of Service" form is your PROOF of NOTICE.

• NOTARIZE: Take your Spouse and the completed, "Acceptance of Service" form to a Notary and have your **Spouse SIGN the** FORM before the Notary.

• TAKE the NOTARIZED "ACCEPTANCE" form to the hearing.

# Option (b) CERTIFIED MAIL DELIVERY: MUST BE DONE AT LEAST 30 DAYS BEFORE THE HEARING:

• MAIL by CERTIFIED RETURN RECEIPT the following to your Spouse: (1) date stamped copy of your Application, and (1) Notice of Hearing which states the date, time, and place of the hearing.

• Your PROOF of Notice for this "MAIL" step is the postcard you receive in the mail showing delivery.

• Fill Out the "Affidavit of Service" form in this packet.

• **NOTARIZE:** Take the completed, "Affidavit of Service" form to a Notary and **SIGN the FORM before the Notary.** 

# • TAKE (1) NOTARIZED "Affidavit" form and (1) Returned Postcard to the hearing.

C. IF YOU DO NOT KNOW WHERE YOUR SPOUSE LIVES: NOTICE BY PUBLICATION: The Court will not accept NOTICE by Publication unless diligent efforts have been made to locate the person for whom NOTICE is required. For more information about Service by Publication, please see the Law Library Resource Center for information and forms."

# (1) If Spouse's last known address is in Maricopa County or a state OTHER THAN ARIZONA:

• **Take** your completed Notice of Hearing to a newspaper of general circulation in Maricopa County.

• Give the Classified Advertising Staff your Notice of Hearing.

• ASK the newspaper staff to PUBLISH a LEGAL NOTICE (Classified advertisement showing the date, time and place of your hearing) ONCE A WEEK FOR four (4) CONSECUTIVE WEEKS before the hearing.

## (2) If Spouse's last known address is in an Arizona County OTHER THAN MARICOPA COUNTY: You must publish NOTICE in TWO (2) Newspapers.

• Take your completed Notice of Hearing to BOTH a newspaper of general circulation in Maricopa County AND a newspaper of general circulation in the County of the Spouse's last known address.

• Give the Classified Advertising Staff your Notice of Hearing.

• ASK the newspaper staff to PUBLISH a LEGAL NOTICE (Classified advertisement showing the date, time and place of your hearing) ONCE A WEEK FOR four (4) CONSECUTIVE WEEKS before the hearing.

#### AFTER PUBLICATION ONCE A WEEK FOR 4 CONSECUTIVE WEEKS: • OBTAIN a DECLARATION SUPPORTING PUBLICATION from the Law Library Resource Center.

• GO to the NEWSPAPER where the NOTICE was published.

# • REQUEST newspaper staff to COMPLETE an AFFIDAVIT of PUBLICATION

• TAKE the AFFIDAVIT of PUBLICATION and DECLARATION SUPPORTING PUBLICATION to the Clerk of Court where you filed the name Change Application

• FILE the AFFIDAVIT of PUBLICATION and DECLARATION SUPPORTING PUBLICATION with the Clerk of Court.

**STEP 9: ATTEND THE HEARING.** Adults who request a name change MUST attend the hearing. PLEASE **BRING ALL OF THE FOLLOWING** TO THE HEARING:

• **BRING TWO (2) COPIES of the "ORDER** CHANGING NAME FOR AN ADULT" to the hearing for the Judge to sign. (One copy will be kept in the Court file, and the other copy of the ORDER will be prepared for certification and then returned to you.)

• Be prepared to **pay a FEE (\$)** for each certified copy of the ORDER.

• **BRING PHOTO IDENTIFICATION** of the person requesting a name change to the hearing. Government-issued photo identification, such as a drivers' license is acceptable.

- BRING A COPY of your original ARIZONA BIRTH CERTIFICATE.
- BRING A date stamped copy of ALL of your FILED DOCUMENTS.
- BRING PROOF OF NOTICE (As described in Step 8).
- BRING A COPY OF YOUR DIVORCE DECREE (If Applicable).
- BRING A COPY OF prior NAME CHANGE ORDERS (If Applicable).

• BRING PROOF of NATURALIZATION or RESIDENT ALIEN STATUS (If Applicable).

• BRING A COPY of ORDERS OF PROTECTION and/or INJUNCTIONS AGAINST HARASSMENT still in effect (if Applicable).

• IF YOU ARE NOT A UNITED STATES CITIZEN and are requesting this name change, **BRING your PASSPORT OR PROOF OF IMMIGRATION STATUS**.

#### HELPFUL NOTES about ATTENDING the HEARING

1. You must have all of the above documents for the Court to consider your Application.

- 2. The Court will not issue a Birth Certificate Change unless you bring a copy of your original Arizona Birth certificate to the HEARING.
- 3. Hospital-issued birth certificates ceremonial and generally will NOT satisfy Court requirements.
- 4. ALWAYS COPY any DOCUMENTS you give to the Court, and keep one copy for your records.
- 5. The Judicial Clerk will give you a Judge signed copy of the court order if the Judge orders a name change.

**STEP 10: AFTER THE HEARING.** If the Judge orders a name change to your Arizona Birth Certificate:

• GET CERTIFIED COURT ORDER: Within 48 hours of the hearing, TAKE THE Judge-signed Court ORDER to the Court CLERK.

• PAY the FEE (\$) to get your ORDER CERTIFIED by the CLERK.

• If more than 48 hours after the hearing has passed, you must go to the Clerk of Court Customer Service Center at 601 West Jackson Street in Phoenix to get a **CERTIFIED ORDER.** 

## • If you want the State Office of Vital Records to issue you a Birth Certificate with your CHANGED NAME, you must provide Vital Records with a Certified Copy of the Court Order Changing your Name.

• The State Vital Records Office at 1818 W. Adams, Phoenix, AZ. 85007, is only available for mail-in service. Vital Records general telephone number is 602-364-1300. Please call for another walk-in location. A fee is required for a change to any birth certificate.

• The Maricopa County Office of Vital Registration general telephone number is (602) 506-6805. Please call for a walk-in location and hours. A fee is required for certified and non-certified copies of a birth certificate.

In the Superior Court of the State of Arizona	
In and For the County of	Is Interpreter Needed? Yes No
Case Number	If yes, what language(s):
	ii yes, what language(s).
CIVIL COVER SHEET- NEW FILING ONLY (Please Type or Print)	
Plaintiff's Attorney	
Attorney Bar Number	
Plaintiff's Name(s): (List all) Plaintiff's Address:	Phone #: Email Address:
(List additional Plaintiffs on page two and/or attach a separa	te sheet).
Defendant's Name(s): (List All)	
(List additional Defendants on page two and/or attach a sep	arate sheet)
RULE 26.2 DISCOVERY TIER O	R MONETARY RELIEF CLAIMED:
	asterisk (*) MUST have a dollar amount claimed
•	ontroversy or place an <b>"X"</b> next to the discovery tier case would belong under Rule 26.2.
Amount Claimed \$	Tier 1 Tier 2 Tier 3
NATURE	OF ACTION
	most accurately describes your primary case. <b>Any</b>
	ave a dollar amount claimed or Tier selected as
100 TORT MOTOR VEHICLE:	ed above.
	112 Product Liability – Toxic/Other*
101 Non-Death/Personal Injury*	113 Intentional Tort*
103 Wrongful Death*	114 Property Damage*
	115 Legal Malpractice*
110 TORT NON-MOTOR VEHICLE:	115 Malpractice – Other professional*
111 Negligence*	117 Premises Liability*
112 Product Liability – Asbestos*	118 Slander/Libel/Defamation*

Case	No

116 Other (Specify)	
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(A.R.S. §§1-501, 1-502, 11-1051)

120 MEDICAL MALPRACTICE:	144 & 150-199 UNCLASSIFIED CIVIL:
121 Physician M.D.*123 Hospital*122 Physician D.O*124 Other*	144 Administrative Review (See Lower Court Appeal cover sheet in Maricopa) 150 Tax Appeal
130 & 197 CONTRACTS:	(All other tax matters must be filed in the AZ Tax Court)
131 Account (Open or Stated)*	155 Declaratory Judgment
132 Promissory Note*	157 Habeas Corpus
133 Foreclosure*	184 Landlord Tenant Dispute – Other*
138 Buyer-Plaintiff*	190 Declaration of Factual Innocence (A.R.S. §12-771)
139 Fraud*	191 Declaration of Factual Improper Party Status
134 Other Contract (e.g, Breach of Contract)*	193 Vulnerable Adult (A.R.S. §46-451)*
135 Excess Proceeds-Sale*	165 Tribal Judgment
Construction Defects (Residential/Commercial)*	167 Structured Settlement (A.R.S. §12-2901)
136 Six to Nineteen Structures*	169 Attorney Conservatorships (State Bar)
137 Twenty or More Structures*	170 Unauthorized Practice of Law (State Bar)
197 Credit Card Debt (Maricopa County Filings Only)*	171 Out-of-State Deposition for Foreign Jurisdiction
	172 Secure Attendance of Prisoner
145 & 150-199 OTHER CIVIL CASE TYPES:	173 Assurance of Discontinuance
156 Eminent Domain/Condemnation*	174 In-State Deposition for Foreign Jurisdiction
151 Eviction Actions (Forcible and Special Detainers)*	176 Eminent Domain– Light Rail Only*
152 Change of Name	177 Interpleader- Automobile Only*
153 Transcript of Judgment	178 Delayed Birth Certificate (A.R.S. §36-333.03)
154 Foreign Judgment	183 Employment Dispute – Discrimination*
158 Quiet Title*	185 Employment Dispute – Other*
160 Forfeiture*	198 Verified Rule 27(a) Petition*
175 Election Challenge	196 Verified Rule 45.2 Petition
179 NCC-Employer Sanction Action (A.R.S. §23-212)*	195(a) Amendment of Marriage License (Maricopa
180 Injunction against Workplace Harassment	County Filings Only)
181 Injunction against Harassment	195(b) Amendment of Birth Certificate
182 Civil Penalty	163 Other*
186 Water Rights (Not General Stream Adjudication)*	(Specify)
187 Real Property *	
145 Special Action against Lower Courts	
(See lower court appeal cover sheet in Maricopa)	
194 Immigration Enforcement Challenge	

	EMERGENCY ORDER	SOUGHT	
Temporary Restraining Order Employer Sanction	Provisional Remedy Other (Specify)	osc	Election Challenge

Case No.\_\_\_

## COMMERCIAL COURT (Maricopa County Only)

This case is eligible for the Commercial Court under Rule 8.1, and Plaintiff requests assignment of this case to the Commercial Court. More information on the Commercial Court, including the most recent forms, are available on the Court's website at: <a href="https://www.superiorcourt.maricopa.gov/commercial-court/">https://www.superiorcourt.maricopa.gov/commercial-court/</a>.

Additional Plaintiff(s):

Additional Defendant(s):

In the matter of:

Case No.

# Arthur Adam Gregory Urias IV,

Current Name of Applicant)

APPLICATION FOR CHANGE OF NAME FOR AN ADULT A.R.S. § 12-601

# Applicant, ARTHUR ADAM GREGORY URIAS IV, declares and verifies:

- Applicant, ARTHUR ADAM GREGORY URIAS IV, was born on 09/21/1973, in Phoenix, Maricopa County, AZ.
   Applicant's birth name on original registered state Birth Record was first name ARTHUR, middle name ADAM GREGORY, last name URIAS IV.
- 2. Applicant's current legal name is first name ARTHUR, middle name ADAM GREGORY, last name URIAS IV.

Applicant's address is 8651 W Willow Ave, Peoria, AZ 85381.

- 3. Applicant's current legal name is the applicant's married name, and is that of the applicant's current spouse.
- 4. Applicant used the following alias, ADAM GREGORY SCHUMACHER from 09/1982 to 03/2017.
- 5. Applicant used the following alias, ADAM SCHUMACHER from 09/1982 to 03/2017.

# Wherefore, the applicant requests that the Court:

- 1. The applicant requests name be changed to first name ADAM, middle name ARTHUR GREGORY, last name SCHUMACHER.
- 2. The applicant requests birth records reflect the new name requested above.

# Applicant, ARTHUR ADAM GREGORY URIAS IV, declares and verifies under penalty of perjury:

- 1. Applicant submits this application solely for the benefit and in the best interests of the person for whom the name change is requested.
- 2. Applicant understands and acknowledges that this change of name, if granted, will not release the person for whom the name change is requested from any obligations incurred or harm any rights of property or action in any previous name.
- 3. Applicant is not knowingly requesting this change of name to that of another individual for the purpose of committing or furthering any offense of theft, forgery, fraud, perjury, organized crime or terrorism or any other offense involving false statements.
- Applicant requests this name change because: Since grade school I have gone by my middle name "Adam". My biological father was "Arthur" and I was named after him. He passed away and my mother remarried. Although my stepdad

never adopted me, I wish to take his last name of "Schumacher".

- 5. Applicant has not been convicted of a felony.
- 6. Applicant does not have any pending charges.

# UNDER OATH OR AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date	ARTHUR ADAM GREGOR URIAS IV	Y
STATE OF		
COUNTY OF		
Subscribed and sworn to or affirmed before me this:	(date)	by

(notary seal)

Deputy Clerk or Notary Public

Person Filing: Address (if not protected):		
City, State, Zip Code:		
elephone:		For Clerk's Use Only
mail Address: awyer's Bar Number:		for olong obc only
Representing 🗌 Self, without a Lawyer or 🗌 Attorney	for Petitioner OR Responde	nt
	OURT OF ARIZONA	
In the Matter of:	Case Number:	
	NOTICE OF HEARING APPLICATION FOR C	
Name(s) of person(s) requesting name change		
<b>READ THIS NOTICE CAREFULLY.</b> An is scheduled. If you do <b>not</b> understand this Notice or		
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• <b>NOTICE:</b> An application for Change of Name hearing has been scheduled where the Court wil wish to be heard on this issue, you must appear	Il consider whether to grant or deny the	requested change. If you
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	State, Zip Code:		
Telep Emai	bhone:		For Clerk's Use Only
Email Address: Lawyer's Bar Number:			
	esenting 🗌 Self, without a Lawyer or 🗌 Attorn		ent
		JRT OF ARIZONA PA COUNTY	
In th	e Matter of:	Case Number:	
		MARITAL WAIVER OF NOTICE	
(Pers	son Requesting Name Change)		
REG	QUIRED INFORMATION, UNDER OATH	OR AFFIRMATION:	
1.	INFORMATION ABOUT ME (the spous		
	Name:		
	Address:		
	Address: Telephone:		
	Address: Telephone: Date of Birth:		
	Address: Telephone: Date of Birth:	Date Year	
2	Address: Telephone: Date of Birth: Month I am married to the Applicant (the person	Date Year requesting the name change).	
2.	Address: Telephone: Date of Birth: Month	Date Year requesting the name change).	
	Address: Telephone: Date of Birth: Month I am married to the Applicant (the person	Date Year requesting the name change).	
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I sw corr Date STA <sup>-</sup> COU	Address:	Date Year requesting the name change). lings in this matter. hat the contents of this docume of. Spouse's Signature (date)	

In the matter of:

Case No.

# **Arthur Adam Gregory Urias** IV.

Applicant

#### I, Bridget Schumacher, declare and verify:

- My address is 8651 W Willow Ave, Peoria, AZ, 85381. 1. My telephone number is (602) 290-7254.
- 2. I was born on 07/17/1974.
- 3. I am married to the applicant.
- 4. I have read the Application for Name Change and consent to changing my spouse's legal name to the new name of first name ADAM, middle name ARTHUR GREGORY, last name SCHUMACHER.
- I waive notice of all further proceedings in this matter. 5.



# CONSENT OF SPOUSE TO NAME CHANGE OF OTHER SPOUSE AND WAIVER OF NOTICE

#### UNDER OATH OR AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date	BRIDGET SCHUMACHER	
STATE OF		
COUNTY OF		
Subscribed and sworn to or affirmed before me this:	(date)	by
·		

(notary seal)

Deputy Clerk or Notary Public

Perso	on Filing:
Addre	ress (if not protected):
	State, Zip Code:
	il Address: /er's Bar Number: For Clerk's Use Only
Repre	esenting Self, without a Lawyer or Attorney for Petitioner OR Respondent
	SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY
	Case Number:
Name	AFFIDAVIT OF SERVICE BY CERTIFIED MAIL
1.	I am familiar with the facts stated in this Affidavit, and I make this Affidavit to show that I have served copies of the "Application for Change of Name" and the "Notice of Hearing Regarding Application for Change of Name" on the person named below by certified mail/restricted delivery, return receipt requested.
	Person served (name of other party):
	Address where other party was served:

Date of receipt by the other party:

2. The Application and Notice listed above were received by the other party as shown by the receipt, the original of which is attached to this Affidavit on a separate piece of paper.

#### UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date	Petitioner's	Signature
STATE OF	_	
COUNTY OF	_	
Subscribed and sworn to or affirmed before r	ne this:(date) 	by
(notary seal)	Deputy Cl	erk or Notary Public
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In the matter of:

Arthur Adam Gregory Urias IV,

Case No.

ORDER CHANGING NAME OF AN ADULT

<u>Applicant</u>

# THE COURT FINDS:

- 1. This case has come before this Court to change the current legal name and the birth record of the Applicant.
- 2. This Court has jurisdiction to change the legal name and Birth Records of the Applicant.
- 3. Good cause exists to grant the application for change of name.
- The Applicant, Arthur Adam Gregory Urias IV, was born on 09/21/1973 in Phoenix, Maricopa County, AZ.
   Applicant's birth name on original registered state Birth Record was first name ARTHUR, middle name ADAM GREGORY, and last name URIAS IV.
- 5. The Applicant, Arthur Adam Gregory Urias IV, requests name be changed to first name ADAM, middle name ARTHUR GREGORY, and last name SCHUMACHER.

# THE COURT ORDERS:

- 1. Applicant's legal name be changed to first name ADAM, middle name ARTHUR GREGORY, and last name SCHUMACHER.
- 2. The Office of Vital Records is ordered to amend the birth record to reflect the new name as above ordered.
- 3. This Order does not release the Applicant from any obligations incurred or harm any rights of property or action in any original name.
- 4. Other orders:

In the matter of:

Arthur Adam Gregory Urias IV,

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- 4. Other orders: