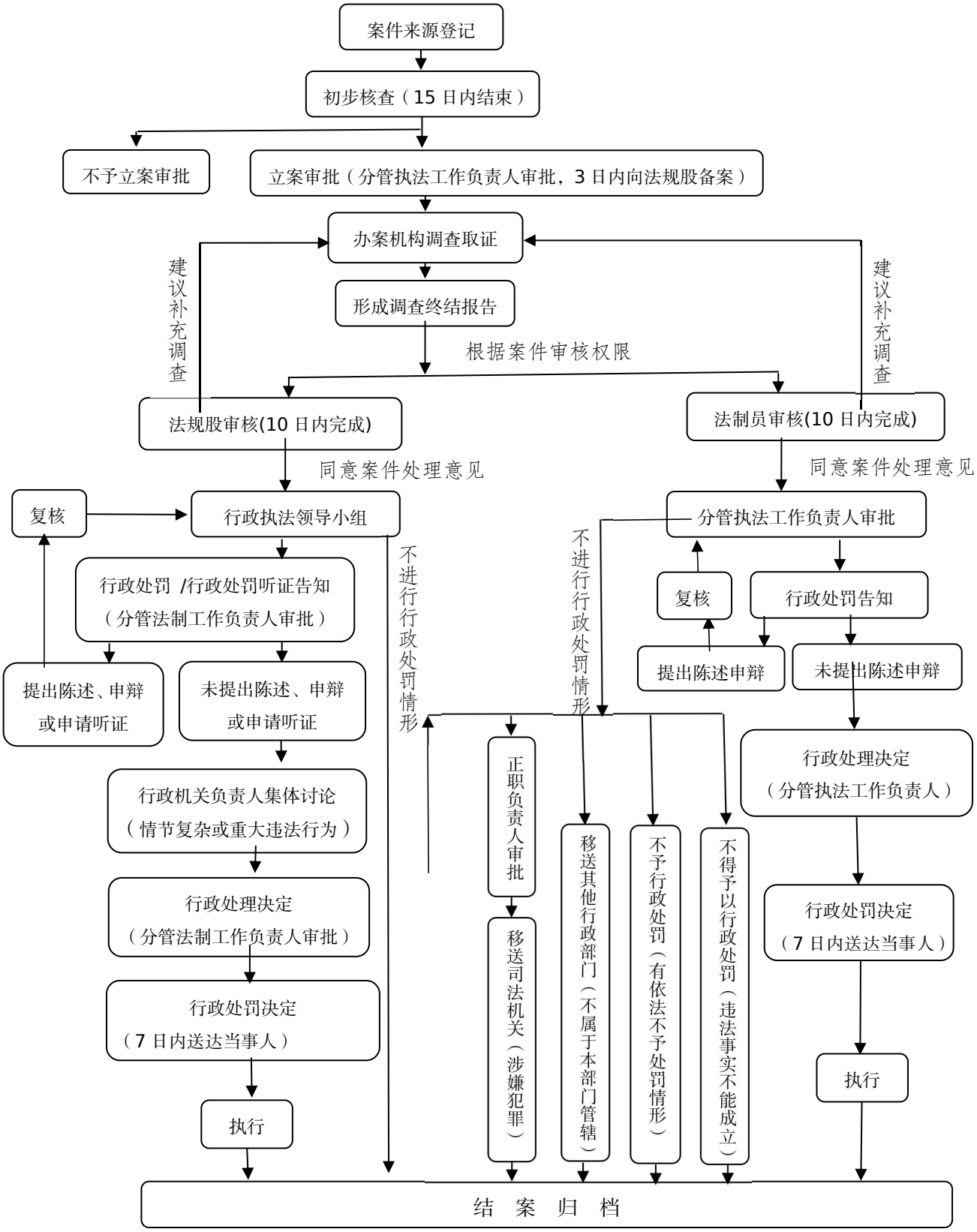
附件：

一般案件办理流程图