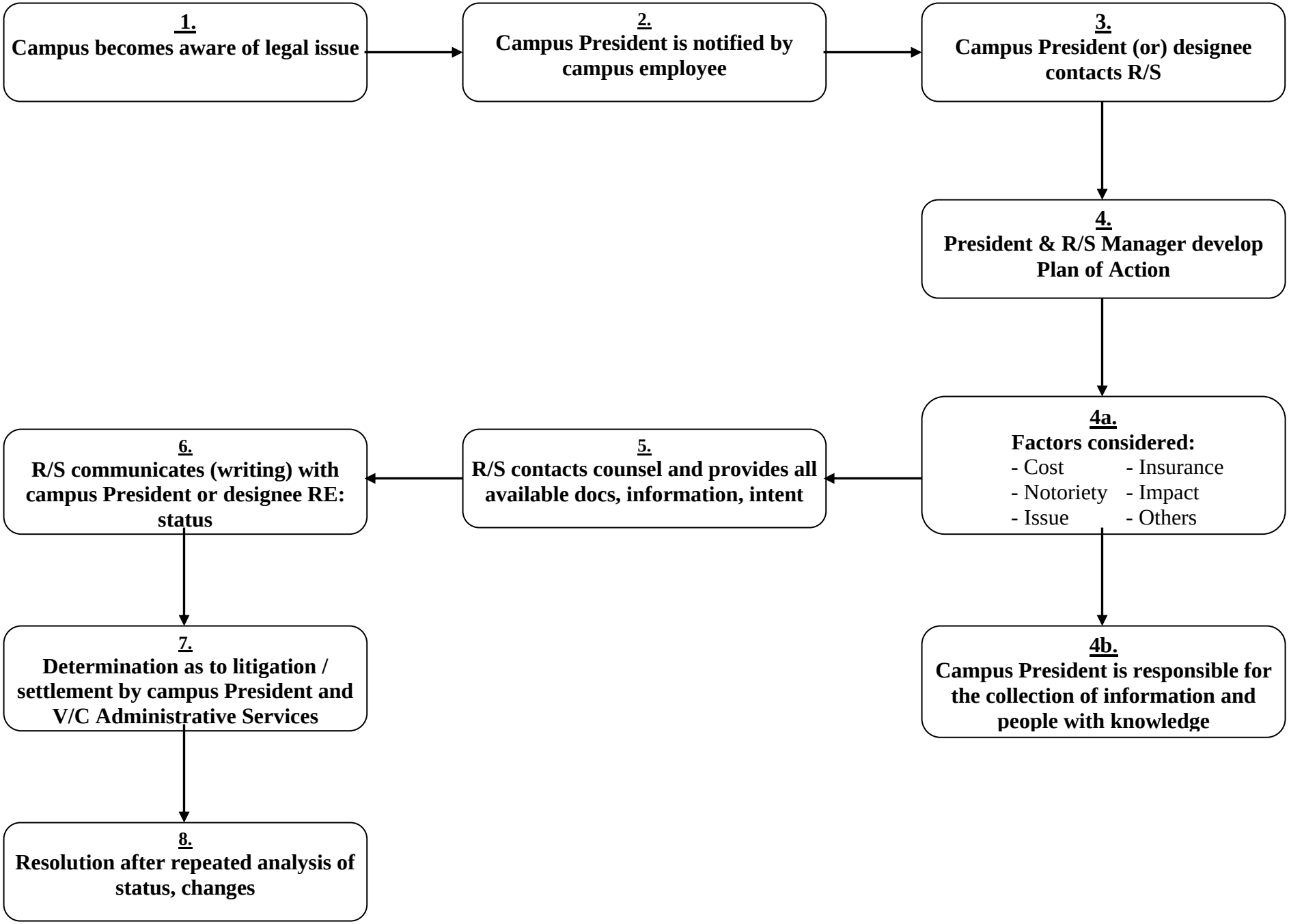INCOMING LITIGATION PROCEDURES