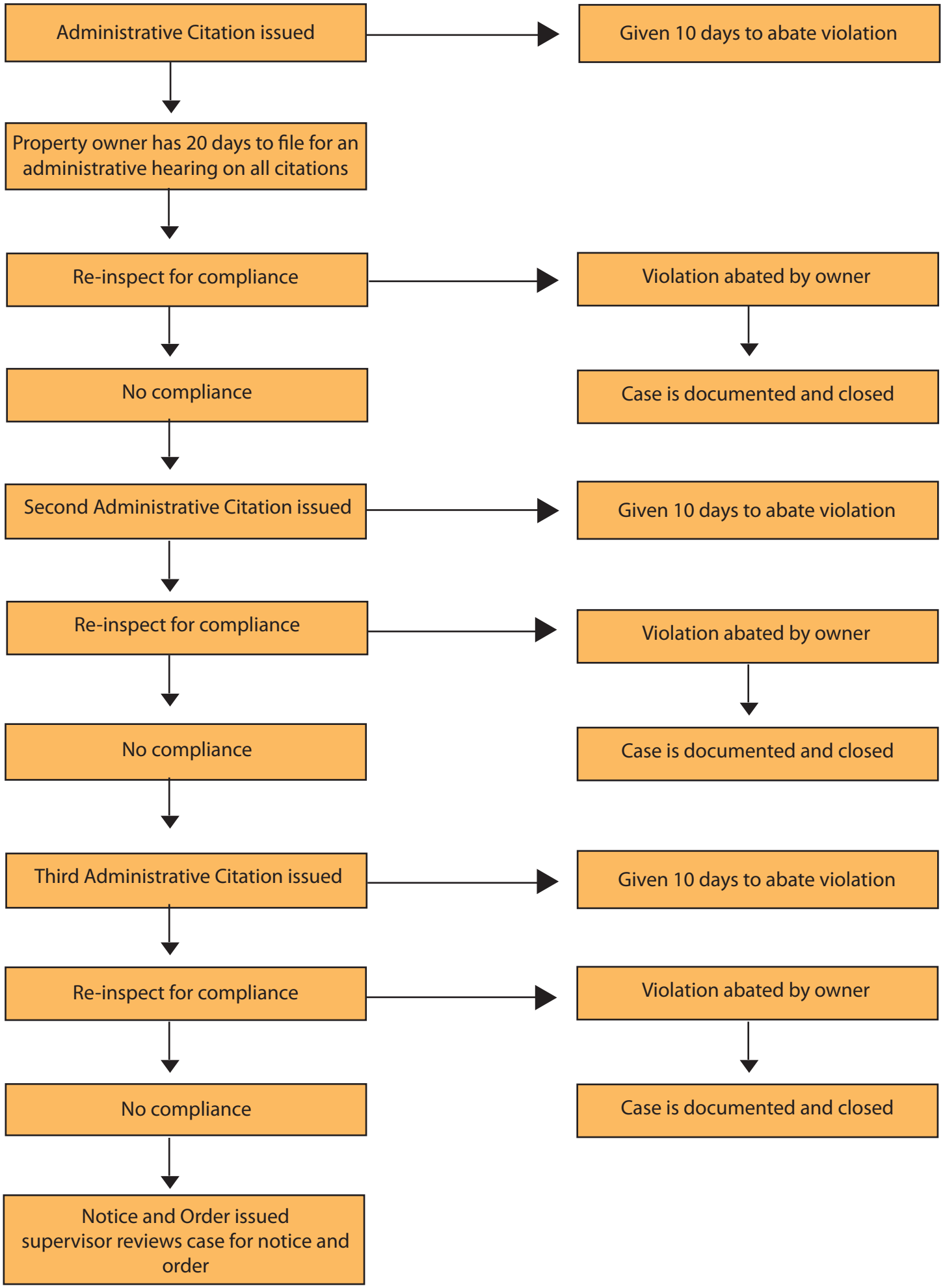Process for Administrative Citation