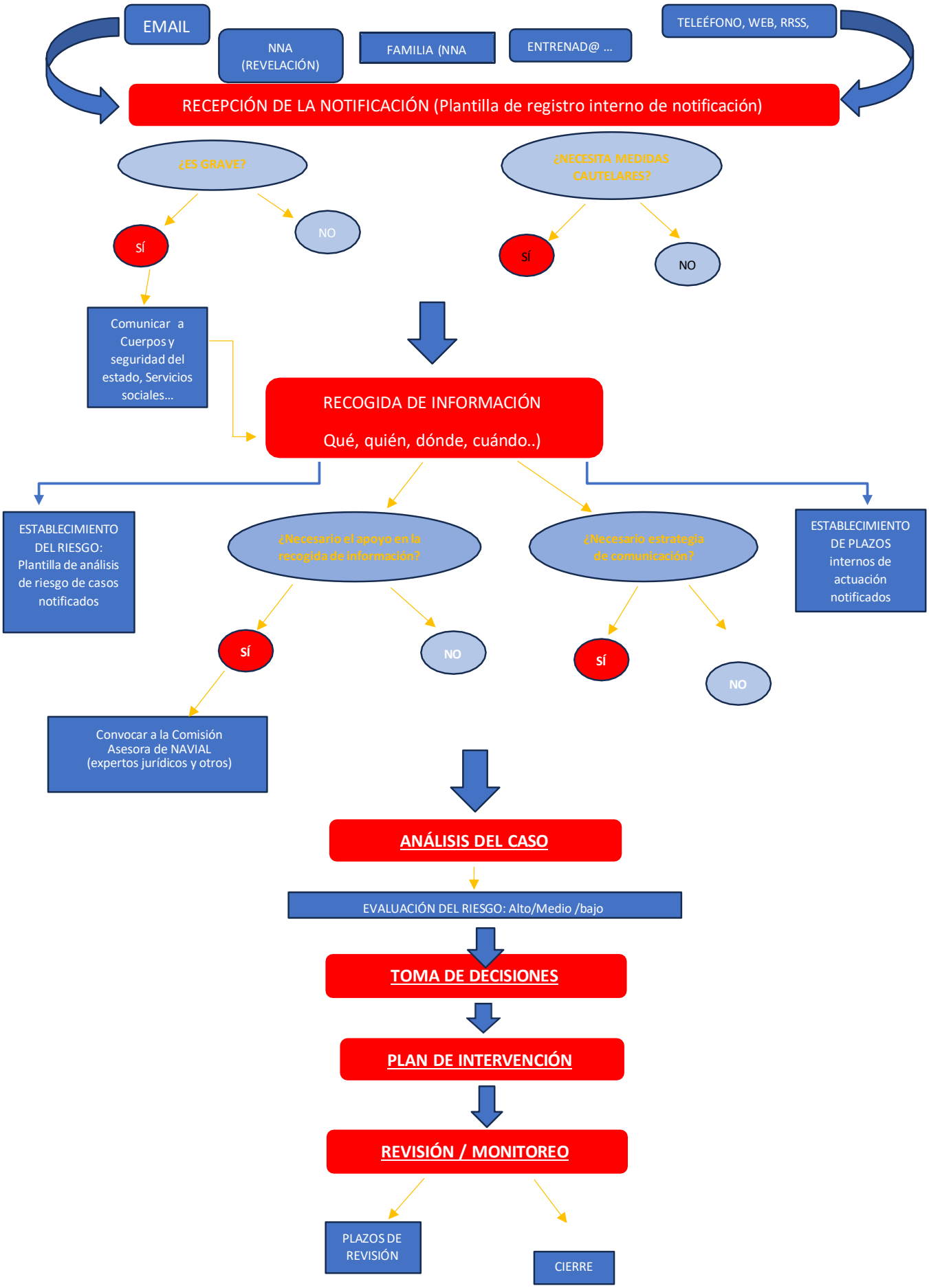APERTURA EXPEDIENTE