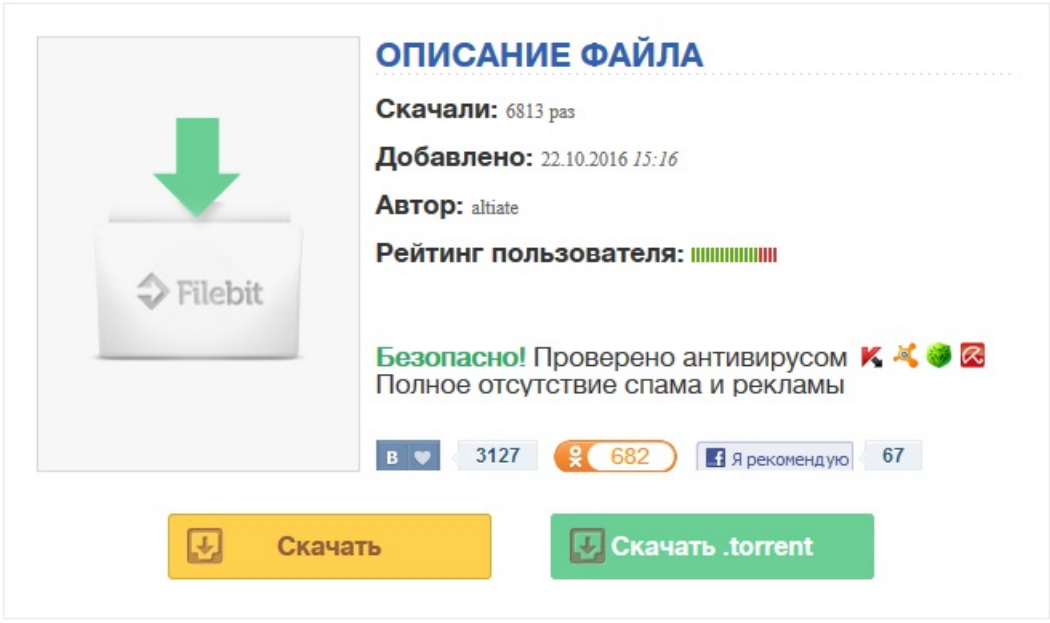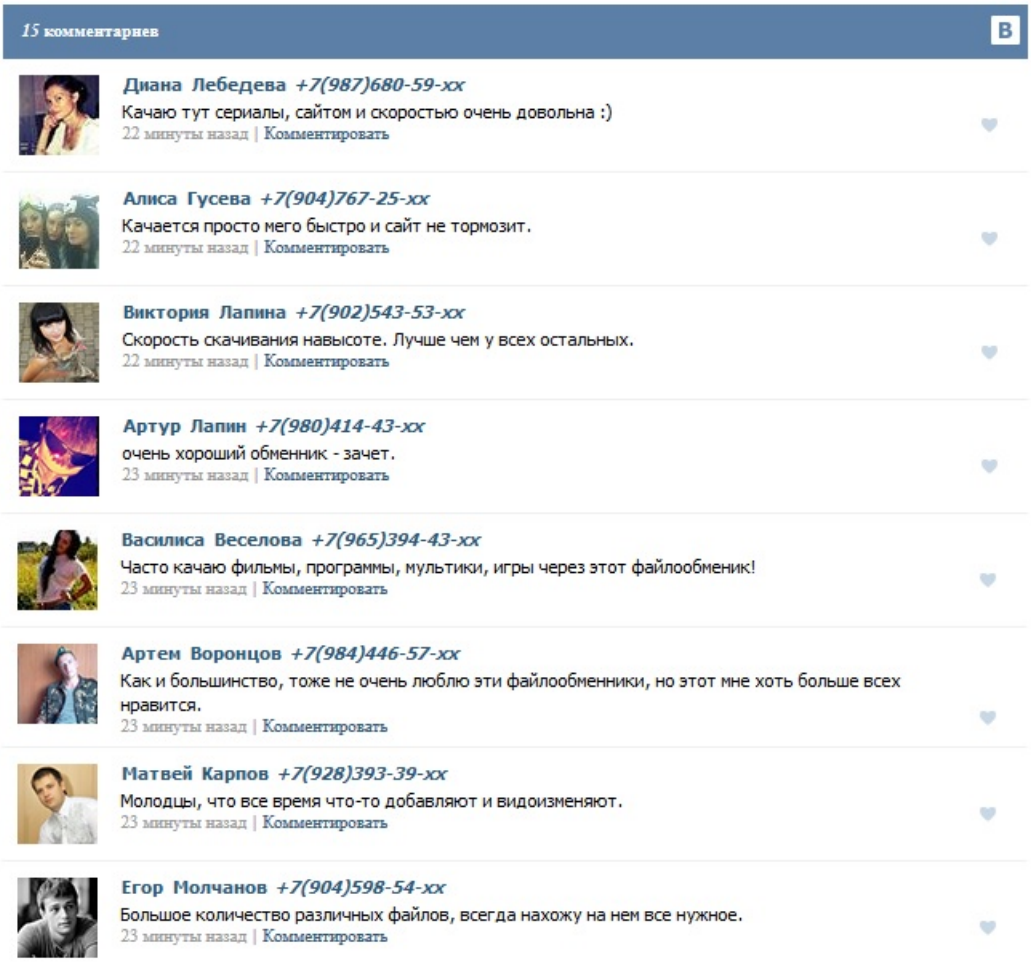бланк постановление по делу об административном правонарушении