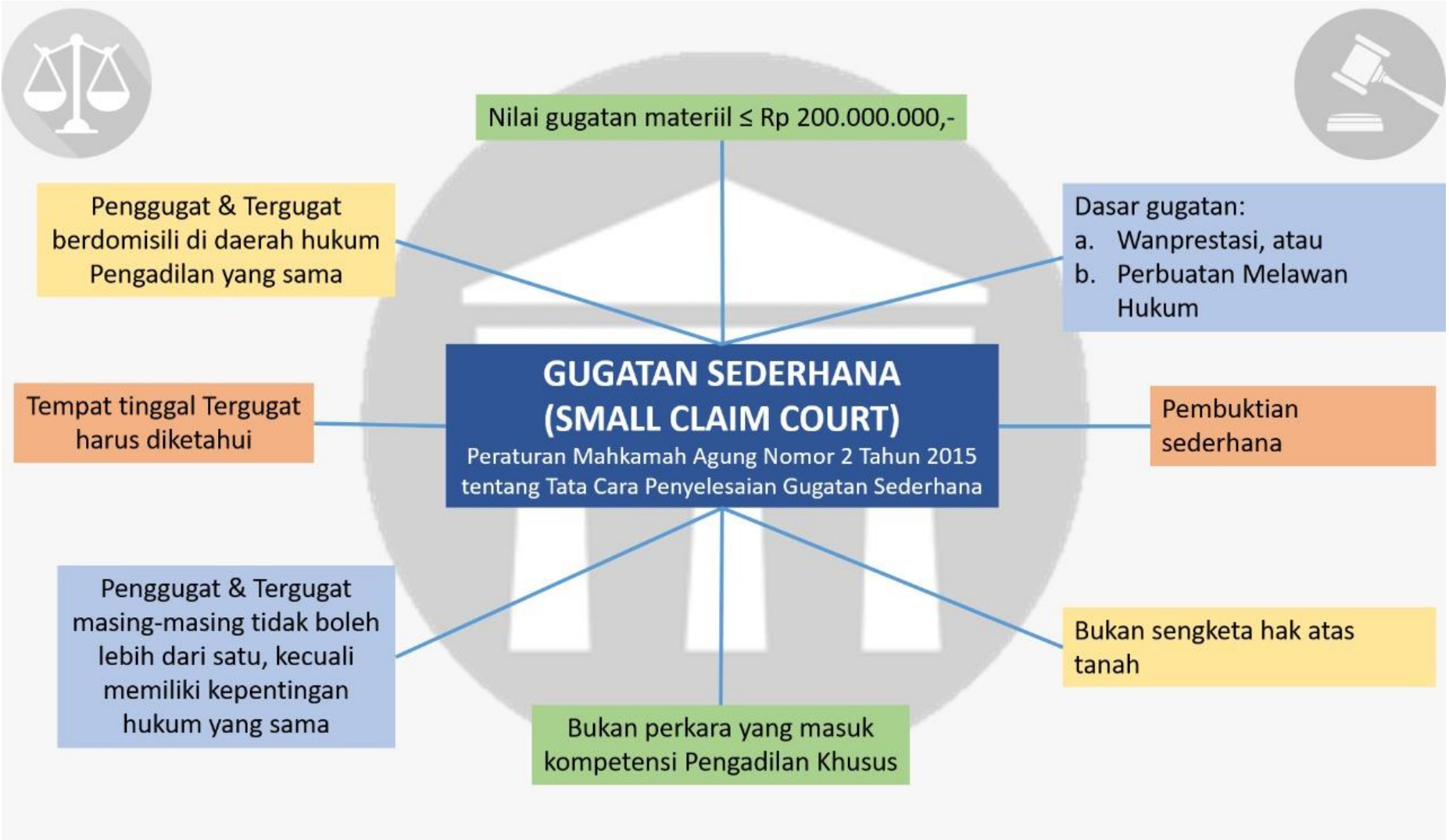ALUR PENANGANAN GUGATAN SEDERHANA DI PENGADILAN NEGERI BANTUL KELAS 1B