FILED
JAN 23 2008
CLERK OF COURT
SUPREME COURT OF OHIO

The Supreme Court of Ohio

To the Clerk of Court of Appeals for

Cuyahoga County,

Cleveland, Ohio

ORDER TO CERTIFY RECORD

S.C. Case No. 2007-1863

C.A. Case No. 88242

City of Middleburg Heights

v.

Vincent Quinones

Pursuant to Rule V, Sections 3 and 5, of the Rules of Practice of the Supreme Court of Ohio, you are hereby ordered to prepare and forward to the Clerk's Office the record in the above-captioned case as follows:

- The record shall consist of the original papers and exhibits to those papers; the transcript of proceedings and exhibits, along with a computer diskette of the transcript, if available; and certified copies of the journal entry and the docket prepared by the clerk of the court or other custodian of the original papers.

- The record shall be transmitted along with an index that lists all items included in the record. All exhibits listed in the index shall be briefly described, and a copy of the index must be sent to all counsel of record in the case.

- The following items shall not be transmitted at this time:

  - any physical exhibits, other than videotapes and documents such as papers, maps, or photographs;
  - documents of unusual size, bulk, or weight.

  Any exhibits or documents that are not transmitted shall be designated in the index. The custodian of those exhibits or documents must also be identified in the index.

- The record shall be transmitted to the Clerk's Office within 20 days of the date of this order.

THOMAS J. MOYER
Chief Justice