

**INSTRUCTIONS FOR PREPARING A “RECOMMENDED ORDER” FOR  
FAMILY LAW GM1 (Magistrate Philip S. Wartenberg)**

*[Please also review Administrative Order S-2024-019 (“Family Law Proceedings”) for general instructions on the preparation and submittal of proposed orders.]*

**THE FOLLOWING FORMAT** should be used when preparing a proposed “Recommended Order” [NOTE: Magistrates no longer file “reports” under Rule 12.490; accordingly, the word “Report” is not necessary and should not be included in your proposed Recommended Order]:

1. **Font:** Times New Roman, 12 pt.
2. **Spacing:** 1.5 lines
3. Rule 12.100 requires that the case caption list the names and designations of the Petitioner, the Respondent and all other parties to the case, **without** further description. Words like “Former Wife”, “Former Husband”, “Father” or “Mother” should **NOT** be included.
4. The case style should include the case number in this format: XX-DR-XXXXXX.
5. The Division assignment should be included below the case number:
  - a. Dept. of Revenue cases must include a Y **before** the division letter.
  - b. Cases involving only *pro se* litigants must include a P **after** the division letter.
  - c. Be sure to include the correct Division assignment!
6. The title of the Recommended Order should generally be in the following format:

**“FINDINGS AND RECOMMENDED ORDER OF GENERAL MAGISTRATE  
and  
ORDER CONFIRMING RECOMMENDATIONS OF GENERAL MAGISTRATE  
(Granting/Denying \_\_\_\_\_, dated \_\_/\_\_/20\_\_)”**
7. The body of the Recommended Order should generally follow this basic format:
  - a. **First:** An introduction section should be included that sets forth the date of the hearing; the matter(s) at issue; the appearances that were made by the parties and/or their attorney(s); and how the hearing was conducted (i.e. in-person or by Zoom videoconferencing).
  - b. **Second:** a section containing the **“FINDINGS OF FACT AND CONCLUSIONS OF LAW”**
  - c. **Third:** a section containing the **“RECOMMENDED ORDER”**
  - d. **Fourth:** a signature block as follows:

“**WHEREFORE**, the undersigned Magistrate files this Recommended Order with the Court and recommends the immediate entry of an Order confirming same.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 202\_, at Tampa, Hillsborough County, Florida.

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**PHILIP S. WARTENBERG,  
GENERAL MAGISTRATE”**

8. Following the Magistrate’s signature line, you must then also include an **“ORDER CONFIRMING RECOMMENDATIONS OF GENERAL MAGISTRATE”** at the end of the document for the assigned Judge’s signature, stating that the Judge is ratifying, approving and adopting the Magistrate’s Recommended Order. Below the Judge’s signature line, the addresses of the parties/attorneys that are to receive copies of the signed Order should be included at the end of the document, including the email addresses that have been designated for e-service purposes.
9. **The 10-day exceptions period pursuant to Rule 12.490 no longer applies, effective April 1, 2022.** Accordingly, you no longer need to include a “Certificate of Service” for the Magistrate’s Administrative Assistant to date and sign for matters that fall under Rule 12.490.
10. **If a separate Order is to be entered by the Judge at the same time (examples: Income Withholding Order; a money judgment Order; Writ for Bodily Attachment):** You must prepare that as an Order to be signed by the Judge, not as a Recommended Order. The Magistrate’s Administrative Assistant will upload that separate order for entry by the assigned Judge when it is ready to be signed. Be sure to include a specific reservation of jurisdiction in the underlying Recommended Order providing the assigned Judge the ability to enter the separate Order at issue.
11. **PLEASE SUBMIT ALL PROPOSALS IN MICROSOFT WORD FORMAT** to the Magistrate’s Office, Attn: Rebecca Sullins, at [FamLawGM1@fljud13.org](mailto:FamLawGM1@fljud13.org).
12. Any questions or concerns regarding a Recommended Order that is to be entered by Magistrate Wartenberg may be scheduled for resolution at a Case Management Conference. All requests for a Case Management Conference should be made by email to [FamLawGM1@fljud13.org](mailto:FamLawGM1@fljud13.org).