

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

Please review Administrative Order S-2020-054 (entitled “Family Law Division”) for general instructions on the preparation and submittal of proposed orders.

The following format should be used when preparing a proposed “Recommended Order” (instructions are for Microsoft Word documents):

1. **Font:** Times New Roman, 12 pt.
2. **Spacing:** 1.5 lines
3. The case style should include the case number in this format: XX-DR-XXXXXX.
4. 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!
5. The body of the Report and Recommended Order should generally follow this basic format:
 - a. **First:** An introduction section that sets forth the date of the hearing; the matter(s) at issue; and the appearances that were made by the parties and/or their attorney(s).
 - 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 entry of an Order confirming these recommendations.

DATED this ____ day of _____, 202_, at Tampa, Hillsborough County, Florida.

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

6. You must then also include an **“Order Confirming Recommendations of General Magistrate”** at the end of the document for the assigned Judge’s signature, following the Magistrate’s signature line. Addresses of the parties/attorneys that are to receive copies of the signed Order should also be included at the end of the document, including email addresses that have been designated for e-service purposes.

7. **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.

8. **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.

9. **PLEASE SUBMIT ALL PROPOSALS IN MICROSOFT WORD FORMAT** to the Magistrate's Office, Attn: Ana Vazquez, at ana.vazquez@fljud13.org.

10. Any questions or concerns regarding a Recommended Order that is to be entered by Magistrate Wartenberg may be scheduled for resolution on the Case Management docket.