

Western District of Louisiana
300 Fannin St. Ste. 2201
Shreveport, LA 71101
 Fax: 318-676-3699

Request for Change of Address by Creditor

Previous Information:	Request Date:	
Name:		
Address:		
Address:		
City/State/Zip:		
Phone:		
Fax:		
Contact Person:		

New Information:	Effective Date:	
Name:		
Address:		
Address:		
City/State/Zip:		
Phone:		
Fax:		
Contact Person:		

- This Creditor is registered with National Creditor Registration Service, and has updated this information.
- This Creditor has an EBN contract with the BNC for paperless noticing, and has updated this information.
- This Creditor is not registered with NCRS, does not have an EBN contract, and understands that this is a one time CM/ECF creditor database change, and that information submitted on a creditor matrix after this request date will NOT be automatically updated.

*ALL fields must be completed

** DO NOT USE THIS FORM, if you are updating creditor information for a specific case - file the appropriate documents (Change of Address, Amended Schedule, etc...) with the court, specific to the case.

***To assure proper noticing, the court recommends registration with the NCRS, or contracting as an EBN Partner