



DEPARTMENT OF CONSERVATION AND ENERGY

MEMORANDUM

TO: Statewide Active Oil & Gas Operators
FROM: Casandra B. Parker, Director-Orders Division
DATE: July 15, 2026
SUBJECT: Electronic Submission of FORMS

Casandra B. Parker

Digitally signed by
Casandra B. Parker
Date: 2026.07.09
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The Department of Conservation and Energy is excited to announce our newest initiative in a move towards modernization and digitization. In an effort to adapt to the needs of the State of Louisiana and those we serve, we will now accept the following forms in PDF format...

1. Work Permits (DM-4R)
2. Potentials (PR)
3. WH-1s (WH-1)
4. Completion Forms (COMP)
5. ENG-16s (ENG-16)
6. Well Tests (DT-1/DM-1R/WR-1)—only to be used if online system is unavailable. Email Well.files@la.gov for more information.
7. P&A Reports (P&A)
8. Apparent Deviations (AD) / Drilling Surveys
9. Applications for Dual Completion (ADC)

At this time, the following forms should still be mailed in duplicate to the appropriate District Office...

1. Permits-To-Drill (MD-10-R-1)
 - a. Pre-Entry Notice Affidavit (AFLN-1)
 - b. Surface Owner Contact Information (SOCI)
2. Amended Permit-To-Drill (MD-10-R-A-1)
 - a. Plat – If required
 - b. Surface Owner Contact Information (SOCI) – If required
3. Amend Operator – Multiple Wells (MD-10-R-AO)
 - a. Surface Owner Contact Information (SOCI)
 - b. Orphan Well Affidavit (OSR-A) – If required

To contact the appropriate District Office, please use the following email for electronic submission of your paperwork...

1. Lafayette District Office – Laff-FormSubmission@la.gov
2. Monroe District Office – Monroe-FormSubmission@la.gov
3. Shreveport District Office – Shreve-FormSubmission@la.gov