

Office of Dispute Resolution for Acquisition
Federal Aviation Administration
Washington, D.C.

**KSN USER FILING
AGREEMENT**

By submitting this User Agreement, Participant agrees to abide by the rules established in ODRA Standing Order 2021-5 and as follows:

1. Filing by means of the Knowledge Sharing Network (“KSN”) is for use only in cases approved by the Director of the Office of Dispute Resolution for Acquisition (“ODRA”) or the presiding Dispute Resolution Officer/Administrative Judge and with full consent of the parties.
2. A “User Filer” is an individual with permission from the ODRA to access and post documents on the case specific KSN subsite.
3. A User Filer will receive a password from the case specific KSN subsite upon receiving access. Accordingly, the User Filer must protect and secure the password. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the User Filer to immediately notify the ODRA. The ODRA will delete the password from the electronic filing system.
4. Pursuant to the ODRA Procedural Regulation, where applicable, every pleading, motion and other formal filing must be signed by the attorney of record or, if not represented by an attorney, the party. The user log-in and password required to submit documents to the system does not serve as the User Filer’s signature on documents filed with the ODRA via KSN.

Signature: _____

Name: _____

Office/Firm: _____

E-Mail: _____

Client: _____

Date: _____