



Kathmandu District Court Bar Association

The Kathmandu District Court Bar Association, an association of advocates, was founded in 1992 (2049 B.S). The Kathmandu District Court Bar Association has several objectives including protecting the rights and interests of its members, maintaining the highest standards of professional conduct among its members, providing a forum for the exchange of ideas and information among lawyer, and promoting access to justice.

Kathmandu District Court Bar Association User Manual

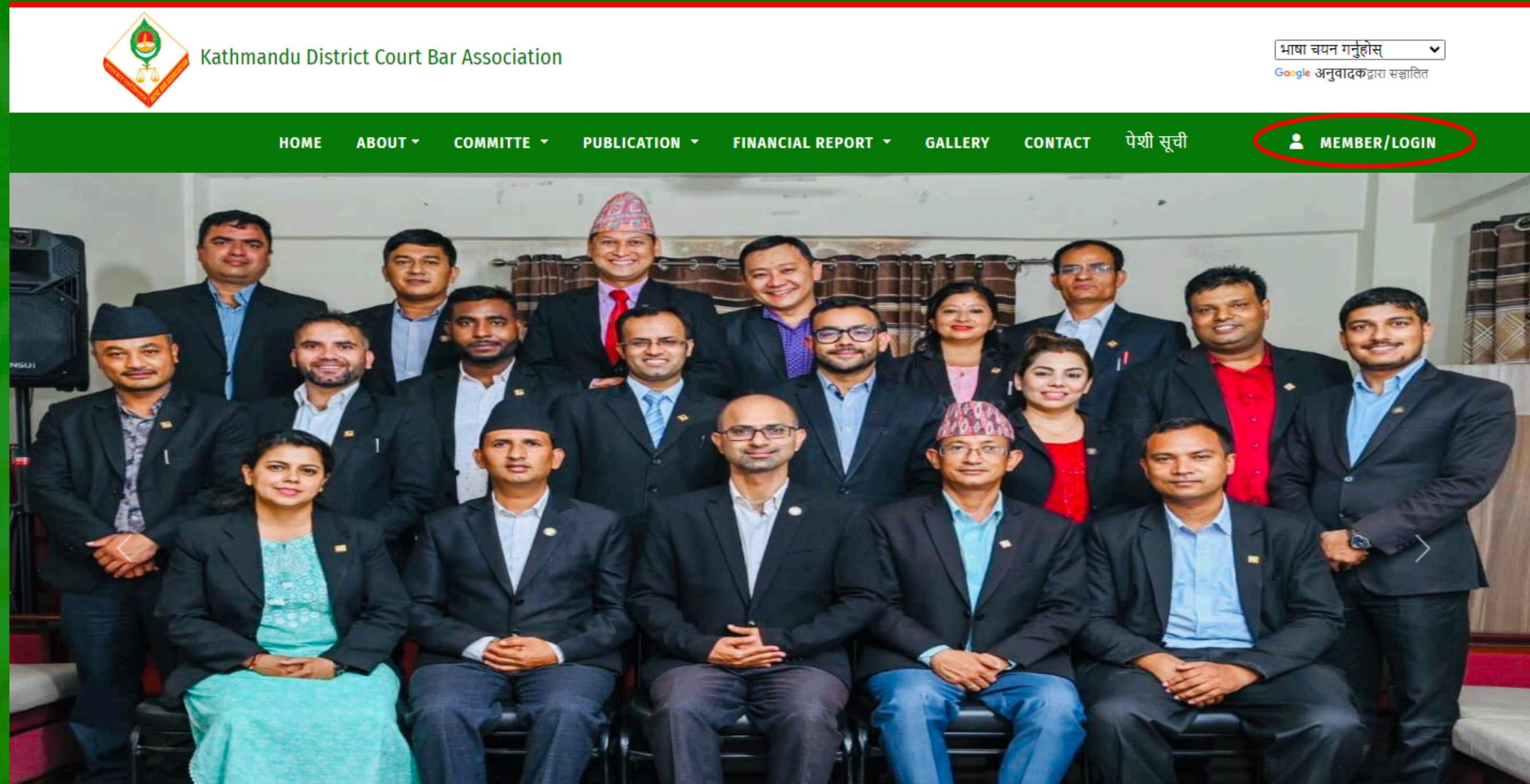
Main Features

The main features includes:

- Creating profile
- Uploading documents and details
- Downloading documents
- Payment
- Renew
- I'D card print



- Step 1: Open any browser
- Step 2: Type “kathmandubar.org.np”
- Step 3: Click “Member/Login”





- Step 1: Enter Email/Mobile No. and password to log in **or**
- Step 2: Click “Create New Account” for new members

Kathmandu District Court Bar Association

info@kathmandubar.org.np 01-5354577

LOG IN

Email/Mobile No.
me@example.com

Password
password

Remember me

Log in

Create New Account

Forgot Password?



- Step 1: Fill up the form
- Step 2: Submit



MEMBERS REGISTRATION

First Name *

Kelly

Last Name *

Herman

Mobile *

9876543210

Email *

kellyherman@gmail.com

Password *

.....|



- Step 1: After submitting the form, a pop-up “Account created successfully” will appear as shown
- Step 2: Now you can type your recently submitted Email/Mobile No. and password to log in as shown in the green box



Account created successfully

LOG IN

Email/Mobile No.

me@example.com

Password

password

Remember me

Log in

Create New Account

Forgot Password?

LOG IN

Email/Mobile No.

kellyherman@gmail.com

Password

.....

Remember me

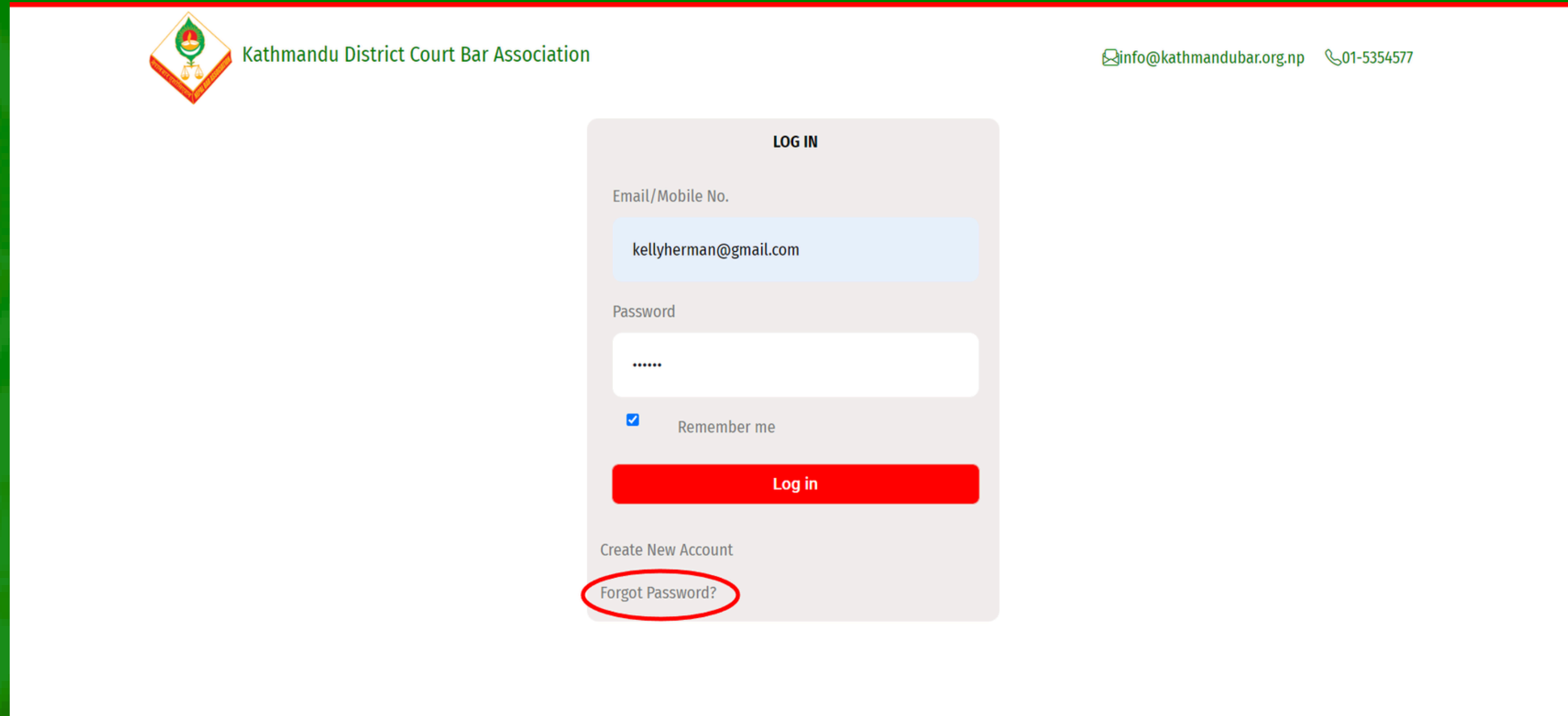
Log in

Create New Account

Forgot Password?



- Step 1: To recover your password click “Forgot Password”





- Step 1: Type your email and click “Send Password Reset Link” button and new password will be sent to to the respective email

The screenshot displays the website interface for the Kathmandu District Court Bar Association. At the top left is the association's logo and name. On the right, contact information is provided: an email address 'info@kathmandubar.org.np' and a phone number '01-5354577'. The main content area features a 'FORGOT YOUR PASSWORD' form with an 'Email Address' input field and a 'Send Password Reset Link' button. The footer contains four columns: 'Kathmandu District Court Bar Association', 'Contact' (with email and phone), 'Address' (Babarmahal, Kathmandu, Nepal), 'Follow Us' (with social media icons), and 'Important Links' (listing various legal bodies).

Kathmandu District Court Bar Association

info@kathmandubar.org.np 01-5354577

FORGOT YOUR PASSWORD

Email Address

Send Password Reset Link

Kathmandu District Court Bar Association

Contact:
info@kathmandubar.org.np
01-5354577

Address:
Babarmahal, Kathmandu, Nepal

Follow Us:

Important Links
संविधानसभा, समितिका प्रतिवेदनहरु
नेपाल कानून व्यवसायी परिषद्
श्रम अदालत
कारागार व्यवस्थापन विभाग

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- Step 1: Dashboard of user will appear as shown where you need to fill up your details by clicking the button “Click this page”

The screenshot shows a web application interface for 'Ktm Bar'. On the left is a dark sidebar with navigation options: 'Personal Information', 'Member document', 'Payment History', and 'Logout'. The main content area is titled 'Personal Information' and addresses 'Kelly Herman'. It contains the text: 'Dear Kelly Herman', 'Please complete all the required steps stated below.', and 'Fill Your Details'. A prominent blue button labeled 'Click this page' is displayed. Below this, the user's name 'Kelly Herman' is shown along with contact details: a phone number '9876543210' and an email address 'kellyherman@gmail.com'. An 'Edit Profile' button is located at the bottom of the profile section. On the right side of the main content area, there is a large, light gray box with the text 'NO PHOTO AVAILABLE'.



- Step 1: You will be directed to the page where you will fill all the necessary field of “General Information”
- Step 2: If you are old member tick on “पहिले नै सदस्य हुनुहुन्छ?”
- Step 3: After filling the “General Information” section click Next



Kathmandu District Court Bar Association

भाषा चयन गर्नुहोस्
Google अनुवादक द्वारा सञ्चालित

HOME ABOUT ▾ COMMITTEE ▾ PUBLICATION ▾ FINANCIAL REPORT ▾ GALLERY CONTACT पेशी सूची KELLY

GENERAL INFORMATION ACADEMIC QUALIFICATION DOCUMENTS UPLOAD

व्यक्तिगत जानकारी

आवेदकको पुरा नाम:- * जन्म मिति:- * जन्म स्थान:- *

मोबाइल नम्बर:- * नागरिकता प्र.प.न:- * प्रमाण पत्र संख्या:- *

शिफारीस गर्नेको नाम:- * कानून व्यवसायीको प्रमाण पत्र प्राप्त मिति:- * पहिले नै सदस्य हुनुहुन्छ?

स्थायी ठेगाना:-

Province : * District : * नपा/गाउँपालिका*

City : * Ward no : *

अस्थायी ठेगाना:-


Province : * District : * नपा/गाउँपालिका*

City : * Ward no : *

Next



- Step 1: Next you need to fill up your “Academic Qualification”
- Step 2: After filling the “Academic Qualification” section click Next

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GENERAL INFORMATION **ACADEMIC QUALIFICATION** DOCUMENTS UPLOAD

बार प्रवेश परीक्षाको व्यवस्था भएको अवस्थामा

बार प्रवेश परीक्षामा प्रथम पटक संलग्न भएको साल:- *

बार प्रवेश परीक्षा उत्तीर्ण गरेको साल:- *

कुनै ल फर्म (चेम्बर) संग संलग्न भए

फर्मको नाम:-

फर्म/चेम्बर/कम्पनी संचालक वा स्वामी वा साझेदारनाम

पहिले अन्य कुनै एकाइको सदस्य रहेको भए

सो एकाईको नाम:-


सो एकाईलाई तिर्न बाँकी शुल्क छ/छैन । छ भने कति:-

सो एकाईको सदस्यता छाड्नु पर्ने कारण:-

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- Step 1: Next you need to upload your required documents in “Documents Upload” section
- Step 2: After completing the “Documents Upload” part click Submit

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GENERAL INFORMATION ACADEMIC QUALIFICATION DOCUMENTS UPLOAD

Documents to Upload

कानून व्यवसायीको प्रमाण पत्र * No file chosen

कानूनसंग सम्बन्धित अन्तिम शैक्षिक योग्यताको प्रमाण पत्र * No file chosen

पासपोर्ट साईजको २ प्रति फोटो * No file chosen

अन्य (आवेदकले पेश गर्न चाहेको) * No file chosen

आवेदकको फोटो * No file chosen

अन्तिम शैक्षिक योग्यताको (कानूनसंग सम्बन्धित) *

आफ्नै ल फर्म (चेम्बर) भए नाम र ठेगाना:-

मिति:- *

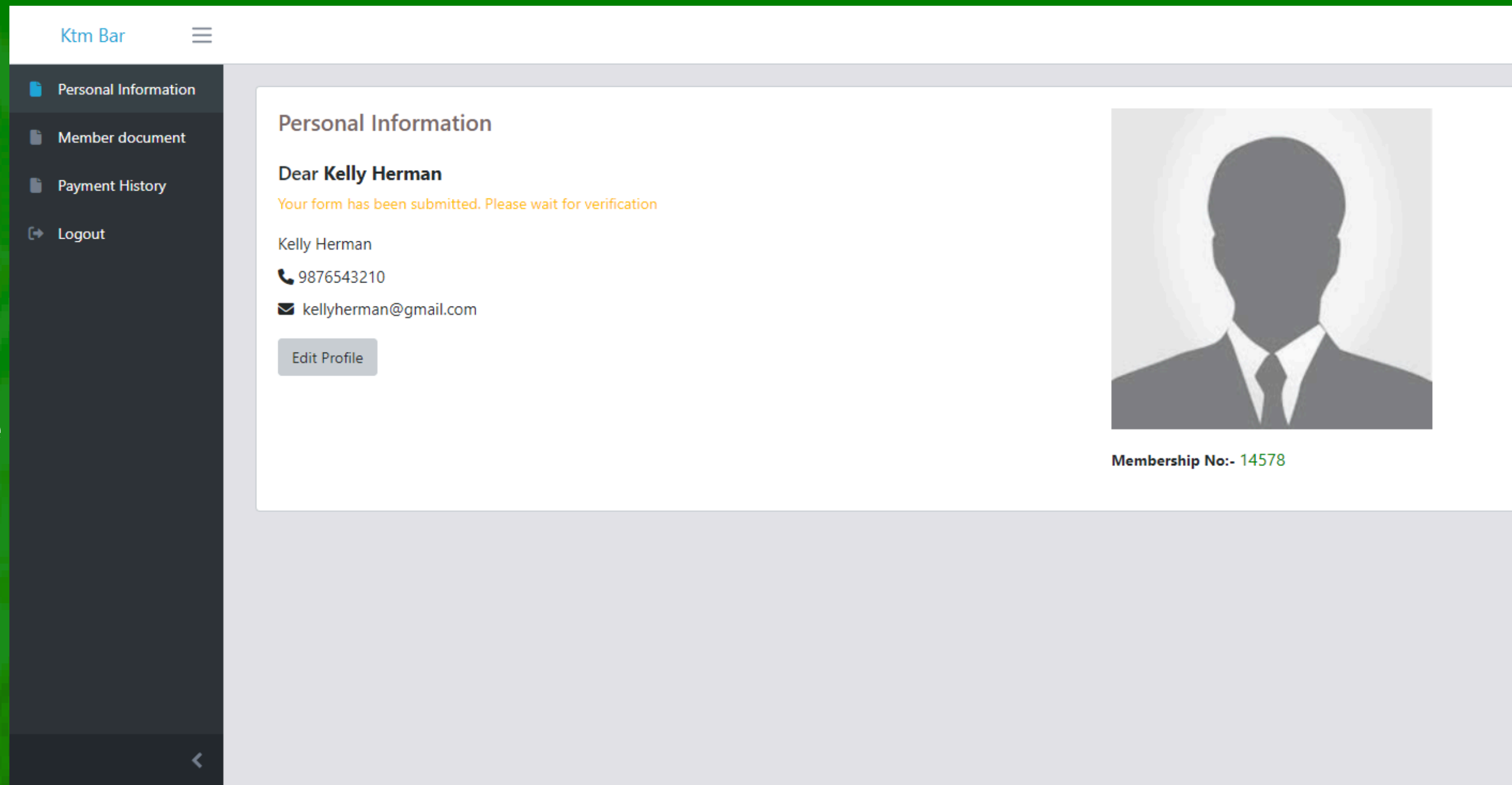
आवेदकको नाम:- *

दस्तखत:- * No file chosen

[Previous](#) [Submit](#)



- Step 1: After clicking Submit your Personal Dashboard will be ready and a message “Your form has been successfully submitted” will appear
- Step 2: In the mean time another message “Your form has been submitted. Please wait for verification” will also appear





- Step 1: User can view and download their uploaded documents from “Member document” section

The screenshot shows the user interface of the Ktm Bar website. On the left is a dark sidebar with navigation options: Personal Information, Member document (highlighted), Payment History, and Logout. The main content area is titled 'Document List' and contains a table with the following data:

S.N	Document Title	Action
1	आवेदकको फोटो	View
2	कानून व्यवसायीको प्रमाण पत्र	View
3	कानूनसंग सम्बन्धित अन्तिम शैक्षिक योग्यताको प्रमाण पत्र	View
4	पासपोर्ट अगाडी फोटो	View
5	पासपोर्ट पछाडि फोटो	View
6	दस्तखत	View



- Step 1: User can view their payment history from “Payment History” section

Ktm Bar

Payment History

S.N	Receipt No.	Payment Date	Amount	Payment Medium
1	1234	2024-09-22	2100	Esewa



- Step 1: Once your form has been verified by the kathmandu bar a message “Your form has been verified” will appear
- Step 2: After that you can proceed for payment by clicking the button “Proceed for Pay”
- Step 3: you can pay by choosing your payment partner as shown in green box

The screenshot shows the 'Ktm Bar' website interface. On the left is a dark sidebar with navigation options: 'Personal Information', 'Member document', 'Payment History', and 'Logout'. The main content area is titled 'Personal Information' and displays a message: 'Dear Kelly Herman, Your form has been verified'. Below the message is a blue button labeled 'Proceed for Pay'. Underneath, the user's details are listed: 'Kelly Herman', phone number '9876543210', and email 'kellyherman@gmail.com'. There is also a grey 'Edit Profile' button. To the right of the text is a placeholder for a profile picture. Below the profile picture, the text 'Membership No:- 14578' is visible. A green-bordered modal window titled 'Pay With' is overlaid on the bottom right, showing two payment options: 'e Sewa' and 'connect IPS pay direct from bank'.



- Step 1: Once you add your related payment partner's login details you will proceed to pay the amount.
- Step 2: Once your payment is completed you will be shown the payment successful message

The screenshot displays the eSewa payment interface. At the top, the eSewa logo is visible, followed by the text "Please login to make your payment". The interface is divided into two main sections: "Transaction Details" and "Login".

Transaction Details

Transaction Details	
EPAYTEST	NPR
Product Amount:	2,100.00
Tax Amount:	0.00
Delivery Charge:	0.00
Total Amount:	2,100.00

Login

eSewa ID:

Password:

LOGIN

CANCEL

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- Step 1: “You have successfully paid your amount” message will appear in the dashboard
- Step 2: You can print your Id card once you finish your payment as shown in the green box
- User can edit their profile details like (Name, Number & Email)

The screenshot shows the user interface of the Ktm Bar website. On the left is a dark sidebar with navigation options: Personal Information, Member document, Payment History, and Logout. The main content area displays a confirmation message: "Dear Kelly Herman, You have successfully paid your amount." Below this, the user's name "Kelly Herman", phone number "9876543210", and email "kellyherman@gmail.com" are listed, along with an "Edit Profile" button. A green-bordered box highlights a printable ID card for Kelly Herman, an Advocate, with details including Card No. 389, License No. 14, Citizenship No. 15 (Dailekh), and a validity date of 15 July, 2025. The ID card also features the association's name, address, phone number, a QR code, and a signature line for the cardholder. To the right of the ID card is a placeholder for a profile picture and a "Membership No:- 14578" label, with a "Print Id Card" button below it.



- Step 1: Once the Membership got expired, “Need to Renew. Please proceed for renew” message will appear in the dashboard
- Step 2: You can proceed to payment option for membership renewal

The screenshot shows a web dashboard for 'Ktm Bar'. On the left is a dark sidebar with navigation options: 'Personal Information', 'Member document', 'Payment History', and 'Logout'. The main content area is titled 'Personal Information' and features a message: 'Dear Kelly Herman' followed by 'Need to Renew. Please proceed for renew' in red text. Below the message is a blue 'Proceed for Renew' button. The user's profile details are listed: 'Kelly Herman', phone number '9876543210', and email 'kellyherman@gmail.com'. There is an 'Edit Profile' button below the details. On the right side of the dashboard, there is a placeholder for a profile picture, the text 'Membership No:- 14578', and a 'Print Id Card' button.






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www.kathmandubar.org.np

Thank You

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 01-5354577