Elizabeth A. "Libby" Smith will be sworn in as the Clerk of Court for the United States District and Bankruptcy Court at 4 p.m. Friday at the James A. McClure Federal Building and U.S. Courthouse, sixth floor, Courtroom 2 in Boise. A reception will follow on the fifth floor after the ceremony. Both are open to the public.

As clerk of court, Smith will be responsible for leading and directing all of the administrative and operational areas of the District and Bankruptcy Court, through offices in Boise, Pocatello, Coeur d'Alene, and Moscow.

She will advise the judges of the court and be responsible for areas such as financial management, space and facilities, jury services, human resource administration, information technology services, policy and procedural implementation, strategic planning, statistical analysis, interaction with the Bar, and public relations.

Smith served as the deputy court administrator for the United States District Court for the Eastern District of Michigan. Smith also served as the deputy court administrator for the Sixth Judicial Circuit Court in Oakland County. She received a master's degree in business information technology and a bachelor's degree in business administration from Walsh College in Troy, Mich.

In 2008, she was appointed to a two-year term on the federal judiciary's Information Technology Advisory Council and will graduate in March, 2010 from the Federal Court Leadership Program in Washington, D.C.