



Vermont Department of State's Attorneys and Sheriffs
Office of the Executive Director

SAS-EDO-MEMORANDUM

TO: Vermont Sheriffs

FROM: Timothy Lueders-Dumont, Executive Director, Department of State's Attorneys and Sheriffs (SAS)

DATE: April 3, 2026

RE: Protocol for Resolving Transport Conflicts (Administrative Order 18 Update)

Following years of SAS advocacy, the Vermont Supreme Court has officially amended **Administrative Order 18 (AO 18)** and published a new [Request to Resolve Superior Court Transport Conflict form](#). This protocol establishes a formal mechanism for when a Sheriff's Department or SAS Transport team receives simultaneous, competing orders that exceed capacity. See a copy of AO 18, as ordered by the Supreme Court, below (in relevant part): [PROMULGATED-AdministrativeOrder18AddingNew4\(c\)\(9\)--STAMPED.pdf](#).

STATE OF VERMONT
VERMONT SUPREME COURT
JANUARY TERM, 2026

Order Promulgating Amendments to Administrative Order No. 18

Pursuant to the Vermont Constitution, Chapter II, §§ 30, 31 and 37, Administrative Order No. 18, is hereby amended as follows (new matter underlined, deleted matter struck through):

Administrative Order No. 18

CHIEF SUPERIOR JUDGE

(c) The Chief Superior Judge shall also:

(1) Maintain knowledge of the conditions across all units of the Superior Court, which may include sitting throughout the state, from time to time, as the responsibilities of the Chief Superior Judge may permit;

(9) Resolve scheduling conflicts relating to the transport of detained persons, including the issuance of policies relating to prioritization of transports, as well as the issuance of procedures and forms to be used to resolve conflicts; and

(9 10) Carry out the responsibilities of the Chief Superior Judge as are established by law.

This Order is effective immediately.

Dated in Chambers at Montpelier, Vermont, this 6th day of January, 2026.

The AO 18 protocol is a last-resort option, to be used only when informal coordination cannot resolve a conflict. An AO 18-eligible conflict occurs when transport staff are ordered to provide transportation in situations that include the following:

- Two different courts or counties at the same time (or at overlapping periods of time, including court time and travel time);
- Multiple divisions (for example, Criminal and Family) simultaneously;
- Any situation where simultaneous or competing orders exceed available capacity or logistically impossible.

While this new tool is available, the Department's primary goal remains **informal, boots-on-the-ground problem-solving**. Please follow these steps in order:

1. Work with other county SAS Transport Deputies and neighboring Sheriffs to determine if the issue can be resolved through mutual aid.
2. When a conflict or capacity issue arises, immediately alert court staff of the conflict to see if hearing times can be adjusted informally.
3. **Initiate AO 18:** If the court cannot accommodate a change and mutual aid is unavailable, notify the Judge or court staff that you are initiating the AO 18 process and will be seeking a signature from the SAS-EDO via the AO 18 process.
 1. **Complete the AO 18 Form:** The Sheriff or Sherriff's Staff must fill out the AO 18 [request form](#).
 2. **SAS-EDO Review & Filing:** Send the completed form to Lauren.Clemons@Vermont.gov and Timothy.Lueders-Dumont@Vermont.Gov for signature from the SAS-EDO and after signature – the form should be submitted to the email address(es) noted on page two of the AO 18 form.

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- **Link to Form:** [Request to Resolve Superior Court Transport Conflict](#)
 - **Training Meeting:** The SAS-ED will hold a meeting on this topic on **April 10, 2026**.
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AO18, while not perfect, ensures that the responsibility for prioritizing transport orders rests legally and transparently with the Judiciary. Using this unified process helps the Department manage limited resources effectively, even without sufficient FTEs to fulfill all transport orders.

Please contact the Executive Director's Office with any questions regarding AO18 or the submission process.

(Effective April 2026)

(Updated September 2026)